



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

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Regular Meeting of Council

Monday, December 19, 2016

7:00 p.m.

Municipal Office Council Chambers, Kenilworth

AGENDA

AGENDA ITEM	PAGE NO.
<u>CALLING TO ORDER</u>	
- Mayor Lennox	
<u>SINGING OF O' CANADA</u>	
<u>PASSING AND ACCEPTANCE OF AGENDA</u>	
<u>DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF</u>	
<u>MINUTES OF PREVIOUS MEETING(S)</u>	
Special Council Meeting, November 30, 2016	001
Court of Revision, December 5, 2016	004
Regular Meeting of Council, December 5, 2016	006
<u>BUSINESS ARISING FROM MINUTES</u>	

AGENDA ITEM	PAGE NO.
<p><u>PRESENTATIONS</u></p>	
<p>Ben Cornell, Emily MacRobbie, Ward & Uptigrove - Organization Compensation Equity Review (to be tabled at meeting)</p>	
<p><u>DELEGATIONS</u></p>	
<p><u>STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS</u></p>	
<p>Report from Linda Dickson, Emergency Manager/CEMC - Report CEMC 001-2016 being a report on appointment of Community Emergency Management Coordinator and Alternates</p>	021
<p>Mark Van Patter, Manager of Planning and Environment - Correspondence dated December 9, 2016 regarding Wilson Quarry – Ontario Municipal Board Decision</p>	023
<p>Mark Van Patter, Manager of Planning and Environment - Correspondence dated December 1, 2016 regarding Lucas Subdivision – Reeves Construction Limited – Mount Forest, Zoning By-law Amendment - Revised</p>	025
<p>Recreation & Culture Committee - Minutes, December 6, 2016</p>	026
<p>Cheque Distribution Report dated December 13, 2016</p>	030
<p>Report from Darren Jones, Chief Building Official - Report CBO 2016-16 Building Permit Review period ending November 30, 2016</p>	033
<p>Report from Matthew Aston, Director of Public Works - Report PW 2016-081 being a report on the sanitary allocations for the Lucas Subdivision</p>	036
<p>Report from Matthew Aston, Director of Public Works Report PW 2016-082 being a report on the status of the Arthur Wastewater Treatment Plant (WWTP)</p>	042

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Report from David Guilbault, Fire Chief - Report Fire Chief 2016-008 purchase of a fire demo vehicle, half-ton pickup	049
Wellington North Fire Service - Communiqué #037 November, 2016	054
Report from Karren Wallace, Clerk Report CLK 2016-078 being a report on the Canine Control By-law	060
Report from Karren Wallace, Clerk Report CLK 2016-080 being a report of Fees and Charges By-law	064
Report from Karren Wallace, Clerk Report CLK 2016-082 being a report on provisions of enumerator services for licensing canines in Wellington North	067
Report from Karren Wallace, Clerk Report CLK 2016-085 being a report on Federation of Canadian Municipalities Canada 150 Community Leaders Network	070
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Lynn Dollin, AMO President - Correspondence dated December 1, 2016 regarding Federal Infrastructure Phase 2 Incrementality Resolution	082
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Saugeen Valley Conservation Authority - Correspondence dated December 13, 2016 regarding invitation to Annual Meeting on Friday, January 13, 2017	089

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By-law Number 082-16 being a by-law of the Corporation of the Township of Wellington North to provide for Drainage Works in the Township of Wellington North for Drain 65 (Lennox) (Third reading) (given First and Second reading and provisionally adopted on November 7, 2016)	094
By-law Number 093-16 being a by-law to enact rules and regulations for the maintenance, operation and use of the water works distribution systems and to provide a framework for charges to be established with respect to the maintenance and inspection of portions thereof and charges with respect to water consumption (Third Reading) (given First and Second reading on December 5, 2016)	096
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<u>NOTICE OF MOTION</u>	
<u>ANNOUNCEMENTS</u>	

AGENDA ITEM	PAGE NO.
<p><u>CLOSED SESSION</u></p> <p>The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically</p> <p>(b) personal matters about an identifiable individual, including municipal or local board employees;</p> <ol style="list-style-type: none">1. Report Fire Chief 2016-007 being a report on the Fire Service Chaplain Position2. Review of Closed Session Minutes November 7, 20163. Rise and Report <p><u>CONFIRMING BY-LAW NUMBER 104-16 BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL</u></p> <p><u>ADJOURNMENT</u></p>	<p>241</p>

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
SPECIAL MEETING OF COUNCIL
WEDNESDAY, NOVEMBER 30, 2016 - 7:00 P.M.**

001

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

Members Present:

Mayor: Andy Lennox
Councillors Sherry Burke
Lisa Hern
Steve McCabe
Dan Yake

Staff Present:

CAO/Deputy Clerk: Michael Givens
Clerk: Karren Wallace
Treasurer: Kimberly Henderson
Director of Public Works: Matthew Aston
Director of Recreation, Parks and Facilities: Barry Lavers
Chief Building Official: Darren Jones
Economic Development Officer: Dale Small
Tourism, Marketing, Promotion Manager: April Marshall

CALLING THE MEETING TO ORDER

Mayor Lennox called the meeting to order.

SINGING OF O' CANADA

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION 2016-531

Moved by: Councillor Hern

Seconded by: Councillor McCabe

THAT the Agenda for the November 30, 2016 Special Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

No pecuniary interest declared.

STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS

Update on Growth Forecast Mayor Lennox

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
SPECIAL MEETING OF COUNCIL
WEDNESDAY, NOVEMBER 30, 2016 - 7:00 P.M.**

002

The presentation is based on one of the recommendations identified from the Municipal Developer's Forum, held in March 2016, to address the identified top five barriers to investment in Wellington North and as a way to garner community input in developing the recommended Community Growth Plan.

The next twenty five years shows significant potential growth in Wellington North only second to Centre Wellington's growth projections. In order to manage the growth ratepayers and business want, it is important to start the process now.

Arthur Wastewater Treatment Plant update, Councillor, Steve McCabe

Growth over the next 25 years in Arthur is projected at 1,100 units and the proposed project for the Arthur WWTP will see sewer allotments increase by 700. It is anticipated that construction will start on the up to \$20 million project in 2018. All costs will be borne by development charges on new buildings in Arthur and through water and sewer charges. Some of the estimated \$20 million cost is for maintaining and repairing the existing structure.

Municipal Property Assessment Corporation Information, Councillor Lisa Hern

An overview of MPAC's method of assessing properties, the appeal process and farm class tax rates was provided.

Open Forum Questions and Answers

QUESTION: How do you deal with the perception that farm taxation increases are paying for the \$20 million Arthur WWTP upgrades?

ANSWER: The entire project is being funded by development charges on new constructs in Arthur and user fees, not the general tax base.

CONFIRMING BY-LAW

RESOLUTION 2016-532

Moved by: Councillor Burke

Seconded by: Councillor Yake

THAT By-law Number 091-16 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on November 30, 2016 be read a First, Second and Third time and finally passed.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
SPECIAL MEETING OF COUNCIL
WEDNESDAY, NOVEMBER 30, 2016 - 7:00 P.M.**

003

ADJOURNMENT

RESOLUTION 2016-533

Moved by: Councillor Yake

Seconded by: Councillor Burke

THAT the Special Council meeting of November 30, 2016 be adjourned at 7:59 p.m.

CARRIED

MAYOR

CLERK

TOWNSHIP OF WELLINGTON NORTH
COURT OF REVISION
WEST LUTHER DRAIN 65
MONDAY, DECEMBER 5, 2016 – 7:00 P.M.

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

Members Present: **Steve McCabe, Chair**
 Sherry Burke
 Lisa Hern

Also Present: **Karren Wallace, Clerk- Secretary**
 Michael Givens, Chief Administrative Officer
 Cathy Conrad, Executive Assistant

RESOLUTION CoR2016-007

Moved by: **Member Burke**

Seconded by: **Member Hern**

THAT the Court of Revision for West Luther Drain 65 be convened at 7:00 p.m.

CARRIED

Chair McCabe called the meeting to order and advised the Court of Revision of the Township of Wellington North was meeting for the purpose of considering and determining appeals from the assessments in the Engineer's Report prepared by K. Smart Associates Limited regarding By-law Number 082-16 (West Luther Drain 65).

CORRESPONDENCE RECEIVED

The Clerk advised that no correspondence was received.

APPEALS RECEIVED

The Clerk advised that no appeals were received, including late appeals filed.

COMMENTS FROM IMPACTED PROPERTY OWNERS

The Chair called for questions from impacted landowners and none were received.

COMMENTS FROM ENGINEER

The Engineer stressed that if anyone wanted to appeal the assessment this was the time to do so, as tenders will be issued shortly if there are no appeals.

TOWNSHIP OF WELLINGTON NORTH
COURT OF REVISION
WEST LUTHER DRAIN 65
MONDAY, DECEMBER 5, 2016 – 7:00 P.M.

RESOLUTION CoR2016-008

Moved by: Member Burke

Seconded by: Member Hern

THAT the Court of Revision concur with the K. Smart Associates Limited report and assessments schedules, dated September 30, 2016, for the West Luther Drain 65 (Lennox).

CARRIED

RESOLUTION CoR2016-009

Moved by: Member Burke

Seconded by: Member Hern

THAT the Court of Revision convened to consider the West Luther Drain 64 be adjourned at 7:02 p.m.

CARRIED

CHAIRMAN

SECRETARY

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

006

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

Members Present:

Mayor: Andy Lennox
Councillors Sherry Burke
Lisa Hern
Steve McCabe
Dan Yake

Staff Present:

CAO/Deputy Clerk: Michael Givens
Clerk: Karren Wallace
Executive Assistant: Cathy Conrad
Treasurer: Kimberly Henderson
Director of Public Works: Matt Aston
Economic Development Officer: Dale Small
Tourism, Marketing, Promotion Manager: April Marshall

CALLING THE MEETING TO ORDER

Mayor Lennox called the meeting to order.

SINGING OF O' CANADA

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION 2016-534

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Agenda for the December 5, 2016 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

MINUTES OF PREVIOUS MEETING(S)

RESOLUTION 2016-535

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on November 21, 2016 and the Special Council Meeting held on November 28, 2016 be adopted as circulated.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

007

BUSINESS ARISING FROM MINUTES

November 7, 2016 Regular Council Meeting

- Mission Butterfly – request for assistance with grant application for Ontario Trillium Foundation

Direction was given to staff to encourage Mission Butterfly to partner with an organization in the health care profession regarding their application to the Ontario Trillium Foundation. Mission Butterfly should also be encouraged to make a request under the Township grants and donations program.

PRESENTATIONS

Recognition of Economic Development Committee Members

- Alan Rawlins
- James Taylor
- Stephen Dineen
- Tim Boggs
- Shawn McLeod
- Gerald (Shep) Shepetunko

Mayor Lennox recognized the committee members for their time and efforts on the Economic Development Committee. See addendum to minutes.

Jeff Coburn, RIBO Coburn Insurance Brokers Ltd.

Shannon Devane, Vice President, Jardine Lloyd Thompson Canada Inc.

- 2017 Insurance Proposal

The 2017 insurance proposal was reviewed and consideration given to increasing the umbrella liability coverage.

RESOLUTION 2016-536

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North accept the proposal from Jardine Lloyd Thompson Canada Inc. to provide insurance coverage for the Township of Wellington North for the year beginning January 1, 2017;

AND FURTHER THAT the umbrella liability be increased from \$25 million to \$50 million.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION- 7:03 P.M.**

008

DELEGATIONS

Mariah Clark, WHSS grade 12 Business Leadership class
- 15th Annual Warm Winter Wishes Charity Campaign

Ms. Clark appeared before Council to provide information regarding the Warm Winter Wishes Program and to request a donation from Council. The Warm Winter Wishes organization is a non-profit organization from the high school raising money to buy presents for families in need in the community. Various fundraising events are held in the school and corporate donations are sought.

RESOLUTION 2016-537

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North authorize waiving the ice rental fee for the tournament on December 6, 2016 as a contribution to the Warm Winter Wishes Charity Campaign.

CARRIED

John Rooney
- Request for sewage allotment transfer

Mr. Rooney appeared before Council to request development charges and a sewage allocation be transferred from 131 Edward Street to 326 Smith Street, Arthur.

RESOLUTION 2016-538

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North hereby agrees to extend the redevelopment credit referred to in By-law 51-13 Section 3.13 for the property known as 131 Edward Street in Arthur to Dec. 1, 2021 or a further five years if sewage allocation is not available as of Dec. 1, 2021.

CARRIED

Council directed staff to transfer the sewage allocation from 131 Edward St. to 326 Smith St.

STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS

Report from Michael Givens, CAO
- Report CAO 2016-28 Stack Aggregate Haul Route Agreement

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION- 7:03 P.M.**

009

RESOLUTION 2016-539

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2016-028 being a report on the Stack Pit Application-Aggregate Haul Route Agreement;

AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and CAO to enter into the Aggregate Haul Route Agreement as presented for the Stack Pit.

CARRIED

Report from Michael Givens, CAO

- Report CAO 2016-29 Ghent Aggregate Haul Route Agreement - Revised

RESOLUTION 2016-540

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2016-026 being a report on the Ghent Pit Application-Aggregate Haul Route Agreement as presented at the November 21, 2016 Regular Council meeting;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2016-029 being a report on the Ghent Pit Application-Aggregate Haul Route Agreement-Revised;

AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and CAO to enter into the Aggregate Haul Route Agreement as presented for the Ghent Pit;

AND FURTHER THAT the Council of the Township authorize the appointed Township/County Solicitor to remove the hold provision contained in by-law #002-16 as part of the proceedings associated with the Ontario Municipal Board appeal PL160043.

CARRIED

Report from Michael Givens, CAO

- Report CAO 2016-30 Risk Management Inspector position

RESOLUTION 2016-541

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2016-030 being a report on the appointment of a risk management inspector for source water protection in Wellington North be received;

AND FURTHER THAT the Council of the Township of Wellington North support a shared services staff position with Township of Puslinch, Township of Centre

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION- 7:03 P.M.**

010

Wellington, Guelph/-Eramosa, Township of Mapleton and Town of Erin for risk management inspector (RMI) legislative tasks within the Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to include financial provisions in the 2017 Water Department budget to cover the shared service RMI position.

CARRIED

Cheque Distribution Report dated November 30, 2016

RESOLUTION 2016-542

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated November 30, 2016.

CARRIED

Report from Dale Small

- Report EDO 2016-35 Community Improvement Program

RESOLUTION 2016-543

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Economic Development Officer report EDO-2016-35 dated December 5, 2016 with regards to the Community Improvement Program;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant of \$2,500.00 under the Public Arts Grant Program to the Mount Forest 2017 Homecoming Committee to assist with the completion of a Mural to be placed on the side of the building at 101 Main Street North in Mount Forest;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant to Richard Sharpe of \$2,500.00 and an interest free loan to Richard Sharpe of \$2,500.00 to be repaid over five years, under the Facade Improvement Grant & Loan Program, as a result of the improvements made to the Century 21 Building at 221 Main Street South in Mount Forest.

CARRIED

Economic Development Committee

- Minutes, November 16, 2016

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

011

RESOLUTION 2016-544

Moved by: Councillor Burke

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Economic Development Committee meeting held on November 16, 2016.

CARRIED

RESOLUTION 2016-545

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Economic Development Committee, receive the correspondence from the Wellington North Health Professional Recruitment Committee;

AND FURTHER THAT the Township of Wellington North continue to provide \$10,000 financial support in 2017 for health professional recruitment efforts as requested.

CARRIED

RESOLUTION 2016-546

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Economic Development Committee, accept the:

- 1. Grants and Donations Community Development Fund Guidelines*
- 2. Grants and Donations Community Development Fund: Application Form*
- 3. Grants and Donations Community Development Fund: Decision Matrix as presented;*

AND FURTHER THAT the Council of the Township of Wellington North recognizes the important role that not-for-profit community organizations and community groups play in delivering events and projects that support our community by enabling said organizations to plan, collaborate, develop, implement and enhance community development based projects and events.

CARRIED

RESOLUTION 2016-547

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Economic Development Committee, approve the contracting of Stempski Kelly & Associates at a cost of no more than \$7,500 to conduct a complete review of the Township of Wellington North Community Improvement Program.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

012

Cultural Roundtable Committee

- Minutes, November 17, 2016

RESOLUTION 2016-548

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Cultural Roundtable Committee meeting held on November 17, 2016.

CARRIED

Report from Matthew Aston, Director of Public Works

- Report PW 2016-072 being a report on the upgrade to fine aeration at the Arthur Wastewater Treatment Plant

RESOLUTION 2016-549

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2016-072 being a report on the upgrade to fine aeration at the Arthur Wastewater Treatment Plant;

AND FURTHER THAT the Council of the Township of Wellington North approve a budget estimate of \$250,000 for the installation of fine aeration equipment and flow meters at the Arthur Wastewater Treatment Plant;

AND FURTHER THAT the Council of the Township of Wellington North direct Township staff to fund this project from the sanitary sewer reserve fund;

AND FURTHER THAT the Council of the Township of Wellington North waive the conditions within the "Request for Quotation Process (Written)" as stipulated in the Township's Purchasing and Procurement Policy recognizing that specialized work is required;

AND FURTHER THAT Council authorizes staff to proceed with the purchase in advance of the approval of the 2017 Budget.

CARRIED

Report from Matthew Aston, Director of Public Works

- Report PW 2016-076 being a report on the update to the Township's Water and Sewer By-laws

RESOLUTION 2016-550

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2016-076 being a report on the update to the Township's water and sewer by-laws;

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

013

*AND FURTHER THAT the Council of the Township of Wellington North give first and second reading to By-laws 093-16, 094-16, and 095-16 being by-laws to regulate water use and connection and sewer use connection;
AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and Clerk to sign the water use and connection, sewer connection and sewer use by-laws after third reading on December 19, 2016.*

CARRIED

Report from Dale Clark, Roads Superintendent
Barry Trood, Water and Sewer Superintendent
Matthew Aston, Director of Public Works

- Report PW 2016-077 being a report on the 2016 Right-of-Way Management Conference

RESOLUTION 2016-551

Moved by: Councillor McCabe

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive for information Report PW 2016-077 being a report on the 2016 right-of-way management conference.

CARRIED

Report from Matthew Aston, Director of Public Works

- Report PW 2016-078 being a report on the Township's Fall Wood Brush and Garden Material Event Days

RESOLUTION 2016-552

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2016-078 being a report on the Township's fall wood brush and garden material event days;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to continue the wood brush and garden material event days in 2017.

CARRIED

Report from Matthew Aston, Director of Public Works

- Report PW 2016-079 being a report on the Township's 2016 inflow and infiltration activities

RESOLUTION 2016-553

Moved by: Councillor Hern

Seconded by: Councillor Yake

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

014

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2016-079 being a report on the Township's 2016 inflow and infiltration activities.

CARRIED

Report from Matthew Aston, Director of Public Works

- Report PW 2016-080 being a report on the sanitary sewer charges for 187 Main St. S. in Mount Forest

RESOLUTION 2016-554

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2016-080 being a report on the sanitary sewer charge for 187 Main St S in Mount Forest;

AND FURTHER THAT the Council of the Township of Wellington North leave the sanitary sewer charge for 187 Main St S in Mount Forest for the month of October as it was billed;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to respond to the business owner at 187 Main St S in Mount Forest.

CARRIED

Report from Karren Wallace, Clerk

- Report CLK 2016-079 being a report on Closed Meeting Investigator

RESOLUTION 2016-555

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2016-079 being a report on the Closed Meeting Investigator;

AND FURTHER THAT Mr. John Maddox, JGM Consulting be appointed as the Township of Wellington North's Closed Meeting Investigator for a two-year term commencing January 1, 2017;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to appoint John Maddox, JGM Consulting as the Closed Meeting Investigator.

CARRIED

Report from Karren Wallace, Clerk

- Report CLK 2016-081 being a report on Consent Application B111-16 (TD Smith)

RESOLUTION 2016-556

Moved by: Councillor Hern

Seconded by: Councillor Yake

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

015

THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2016-081 being a report on Consent Application B111-16 as part lots 68, 69 and 70, Concession 3, formerly Town of Mount Forest, now the Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B111/16 as presented with the following conditions:

- *THAT the owner demonstrate that the new lot can meet the M1 side yard setback by providing scaled dimensions from existing buildings or by obtaining zoning relief to the satisfaction of the Township.*
- *THAT the owner demonstrate that the single family dwelling that is under construction on the proposed retained lot can meet the R1A side and rear yard setbacks by providing scaled dimensions from the foundation of the single family dwelling to the proposed property lines or by obtaining zoning relief to the satisfaction of the Township.*
- *THAT Payment be made of the fee 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 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;*

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.

CARRIED

Report from Karren Wallace, Clerk

- Report CLK 2016-083 being a report on Automated Phone Service in Wellington North

RESOLUTION 2016-557

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2016-083 being a report on the automated phone service in Wellington North;

AND FURTHER that Council endorse commencing the use of the automated phone service effective January, 2017.

CARRIED

Report from Karren Wallace, Clerk

- Report CLK 2016-084 being a report on Wellington North Municipal Staff Donation to Local Food Banks

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

016

RESOLUTION 2016-558

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information CLK Report 2016-084 being a report on Wellington North municipal staff donation to local food banks.

CARRIED

CORRESPONDENCE FOR COUNCIL'S REVIEW AND DIRECTION

Chris, Seddon, 130 Murphy Street, Mount Forest

- Correspondence dated November 17, 2016 regarding request for children playing signs on Murphy Street

Council directed staff to erect yellow "Children at Play" signs in the area of Murphy Park.

The Wellington County Joint Accessibility Advisory Committee

- Letter of recommendation dated October 31, 2016 regarding contrasted nosings

Council directed staff to suggest the Advisory Committee contact the Arthur and Mount Forest Chambers of Commerce regarding this initiative.

BY-LAWS

RESOLUTION 2016-559

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT By-law Number 080-16 being a procedure by-law for governing the calling, place and proceedings of meetings of Council and its Committees be read a Third time and finally passed.

CARRIED

RESOLUTION 2016-560

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT By-law Number 092-16 being a by-law to approve the appointment of John Maddox JGM Consulting as Meeting Investigator and to repeal By-law 012-15 be read a First, Second and Third time and finally passed.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

017

RESOLUTION 2016-561

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT By-law Number 093-16 being a by-law to enact rules and regulations for the maintenance, operation and use of the water works distribution systems and to provide a framework for charges to be established with respect to the maintenance and inspection of portions thereof and charges with respect to water consumption and to repeal By-laws 55-09, 18-10 and 91-123 be read a First and Second time.

CARRIED

RESOLUTION 2016-562

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT By-law Number 094-16 being a by-law to require owners of buildings to connect such buildings to sewage works in the Township of Wellington North and to repeal By-laws 55-09, 18-10 and 91-123 be read a First and Second time.

CARRIED

RESOLUTION 2016-563

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT By-law Number 095-16 being a by-law to provide for sewer use in the Township of Wellington North and to repeal By-laws 55-09, 18-10 and 91-123 be read a First and Second time.

CARRIED

RESOLUTION 2016-564

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT By-law Number 096-16 being a by-law to enter into an Aggregate Haul Route Agreement with H. Bye Construction and the Township of Wellington North be read a First, Second and Third time and finally passed.

CARRIED

RESOLUTION 2016-565

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT By-law Number 097-16 being a by-law to enter into an Aggregate Haul Route Agreement with Lavern Weber and Erma Weber and the Township of Wellington North be read a First, Second and Third time and finally passed.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

018

ITEMS FOR COUNCIL'S INFORMATION

AMO Watchfile

- November 17, 2016
- November 24, 2016

Laura Altena

- Thank you for scholarship

Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)

- Correspondence dated November 10, 2016 regarding Michael Givens graduation from AMCTO's Executive Diploma in Municipal Management

Maitland Valley Conservation Authority

- Minutes, Board of Directors Meeting #9/16, October 19, 2016
- Minutes, Board Hearing #2/16, October 19, 2016

RESOLUTION 2016-566

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive the Items for Council's Information as listed in the December 5, 2016 Regular Council Meeting Agenda.

CARRIED

CULTURAL MOMENT

Santa Claus Parades of Wellington North

Santa Claus Parades or Christmas Parades are parades held to celebrate the official opening of the Christmas Season with the arrival of Santa Claus, who always appears on the last float. The parade usually includes themed floats, dancing or marching groups and bands playing Christmas songs. They are moving pageants that are typically hosted in the downtown core, sponsored by local businesses.

Wellington North recently hosted two Santa Claus parades – the Arthur Opti-Mrs Santa Claus parade, always held the last Saturday of November, and the Mount Forest Lions Santa Claus parade, held the first Friday of December.

The Township of Wellington North's float featured Council collecting non-perishable food donations on behalf of the Arthur Food Bank and the Mount Forest Christmas Bureau – over 500 pounds was collected for donation in Arthur alone!

Merry Christmas!

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

019

NOTICE OF MOTION

No notice of motion tabled.

ANNOUNCEMENTS

Councillor McCabe announced that the Warm Winter Wishes staff and student hockey game will take place on Tuesday, December 6, 2016.

Councillor McCabe also announced that Arthur Minor Lacrosse will host “A Night at the ACC” on March 3, 2017. Five hundred tickets will be available at a cost of \$25 each. Arthur Minor Lacrosse will receive \$4 per ticket.

Mayor Lennox reminded Council that the Recreation and Culture Committee meeting will be held on December 6, 2016 and the Cultural Roundtable Committee meeting will be held on January 19, 2017.

Mayor Lennox asked Council members to give consideration to appointing another member to conduct the review of CAO prior to the December 19, 2016 Council meeting.

Mike Givens, CAO, commented that a Town Hall meeting had been held in Arthur and asked Council to give consideration to dates and topics for a Town Hall meeting to be held in Mount Forest.

CONFIRMING BY-LAW

RESOLUTION 2016-567

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT By-law Number 098-16 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 5, 2016 be read a First, Second and Third time and finally passed.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 5, 2016
FOLLOWING COURT OF REVISION– 7:03 P.M.**

020

ADJOURNMENT

RESOLUTION 2016-568

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Regular Council meeting of December 5, 2016 be adjourned at 8:52 p.m.

CARRIED

MAYOR

CLERK



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com

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1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 19, 2016**

FROM: LINDA DICKSON, EMERGENCY MANAGER/CEMC

**SUBJECT: REPORT CEMC 001-2016 BEING A REPORT ON APPOINTMENT OF
CEMC AND ALTERNATES**

RECOMMENDATION

THAT CEMC 001-2016 being a report on the appointment of a Community Emergency Management Coordinator and Alternates be received;

And Further that Council for the Township of Wellington North authorizes the passing of a by-law to appoint a CEMC and alternates for the Township of Wellington North.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

Part II Municipal Standards Section 10 (1) of Ontario Regulations 380/04 of the Emergency Management and Civil Protection Act requires each municipality to designate a Community Emergency Management Coordinator (CEMC). Municipalities may also designate up to two alternate CEMCs.

The CEMC position as per the regulations

- Is responsible and accountable for coordinating the development and implementing a municipality's emergency management program
- Provides advice and assistance to the Municipal Emergency Control Group during community emergencies; and

- Coordinates a municipalities program with other municipalities, emergency services, emergency response partners and ministry partners.
- reports to the Municipality's Emergency Management Program Committee

With the inception of B148 in 2003, all eight municipalities in Wellington agreed to appoint by the same CEMC. This agreement and process has help to foster and enhance the coordination of emergency management programs in Wellington County.

In 2013, Council for the Township of Wellington North passed By-law 106-13, being a by-law to appoint a CEMC and alternate CEMCs for the municipality. Since 2013, there have been changes to the alternates for the Township and it is necessary and desirable at this time to pass a new appointing by-law.

A By-law to appoint a Community Emergency Management Coordinator and alternates for the Township of Wellington North is included in the agenda.

FINANCIAL CONSIDERATIONS

None

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:
<i>Linda Dickson</i>	<i>Michael Givens, CAO</i>
Linda Dickson, Emergency Manager/CEMC	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
 GARY A. COUSINS, M.C.I.P., DIRECTOR
 TEL: (519) 837-2600
 FAX: (519) 823-1694
 1-800-663-0750

ADMINISTRATION CENTRE
 74 WOOLWICH STREET
 GUELPH, ONTARIO
 N1H 3T9

December 9, 2016

Mike Givens, CAO
 Township of Wellington North
 7490 Sideroad 7 W, Kenilworth, ON N0G 2E0

Dear Mr. Givens:

**Re: Wilson Quarry – Ontario Municipal Board (OMB) Decision
Lot 10, Concession 10 - Monk, Geographic Township of West Luther**

After a quarter of a century, the Wilson Quarry applications have been resolved. The OMB order was issued by email on December 5.

The main issue has been the protection of Provincially Significant Wetlands, on-site in the northeast corner, and off-site across Wellington Road 15 to the north. The difficult part was achieving a comfort level in dealing with water movement in the fractured bedrock below. More bore holes and seasonal monitoring were required before the hydrogeology could be characterized. In all, 9 hydrogeologists were involved in the application.

The effective date of the OMB decision is December 5. The decision is based on the minutes of settlement, agreed to by all the parties to the hearing.

The County will amend its Official Plan as directed. We will also amend the Wellington North Zoning By-law as directed, on your behalf.

The Board also ordered the Minister of Natural Resources and Forestry to issue the pit license in accordance with the agreed upon:

- Conditions of license
- Site plan drawings and site plan notes

The conditions and site plans are where all of the details are spelled out in terms of the groundwater monitoring program, triggers, contingency measures and annual reports.

It will be some time before the actual quarrying activity occurs. Before this the following must occur:

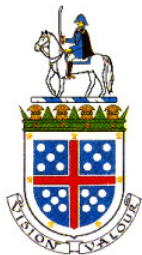
- A year of biological monitoring is required
- The foundations of all residences or buildings within 500 metres are to be inspected
- A baseline inventory of all wells within 500 metres is completed
- An additional bedrock monitoring well is established

The quarry will take place in 2 phases. Phase 1 will occur in southern half of the Wilson farm, some distance away from Monk. Dewatering will be required via the municipal drain to the east. Phase 2 will subsequently occur in the northern half of the farm. Here, no dewatering is permitted. The operators must blast and remove the stone in subaqueous (i.e. underwater) conditions, once the groundwater is hit. This will assist in protecting the wetlands to the north. It should also reduce the noise and dust for Monk residents.

Sincerely,

A handwritten signature in black ink that reads "Mark Van Patter". The signature is written in a cursive, flowing style.

Mark Van Patter, RPP, MCIP
Manager of Planning and Environment



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
 GARY A. COUSINS, M.C.I.P., DIRECTOR
 TEL: (519) 837-2600
 FAX: (519) 823-1694
 1-800-663-0750

ADMINISTRATION CENTRE
 74 WOOLWICH STREET
 GUELPH, ONTARIO
 N1H 3T9

December 1, 2016

Darren Jones, Chief Building Official
 Township of Wellington North
 7490 Sideroad 7 W, Kennilworth, ON N0G 2E0

Dear Mr. Jones:

**Re: Lucas Subdivision - Reeves Construction Limited - Mt. Forest
 Zoning By-law Amendment - Revised**

As you will recall, there was a public meeting held on May 12, 2014 for a rezoning of the above-noted property. There were no concerns.

I provided the Township with a draft zoning amendment at the time, rezoning the property from Residential R1B and R2 to R2. Mr. Reeves subsequently requested relief from the required exterior side yard in Section 12.2.1.5 of the by-law, from 24.9 ft. down to 20 feet. Exterior side yards are only present when there is a corner lot. In the Lucas subdivision, there are only 4 corner lots – Lots 14, 21, 23 and 30. In my opinion this is minor relief and I don't have any concerns. I have revised the draft by-law to allow for this.

Final approval was never given to this rezoning, as Council was waiting for the draft plan revisions to be approved by the County first. The County of Wellington approved revisions to the draft plan on April 16, 2015. Therefore, I would recommend that Council consider giving third and final approval to the by-law.

I trust that these comments will be of assistance to Council in their consideration of this matter.

Sincerely,

Mark Van Patter
 Senior Planner MCIP

C: Bob Reeves

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
DECEMBER 6, 2016 AT 8:30 A.M.**

026

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

Committee Members Present:

- Steve McCabe, Councillor, Chairperson
- Dan Yake, Councillor
- Lisa Hern, Councillor
- Barbara Dobreen, Councillor, Township of Southgate

Committee Member Absent:

- Andy Lennox, Mayor

Staff Members Present:

- Barry Lavers, Director of Recreation, Parks & Facilities
- Michael Givens, Chief Administrative Officer
- Mark McKenzie, Mount Forest Facilities Manager
- Cathy Conrad, Executive Assistant

CALLING THE MEETING TO ORDER

Chairperson McCabe called the meeting to order.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION REC 2016-45

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the agenda for the December 6, 2016 Recreation & Culture Committee meeting be accepted and passed with the addition of:

REPORTS

Report from April Marshall, Tourism, Marketing & Promotions Manager

- *EDO 2016-36 being a report on the Youth Action Council's request for an outdoor skating rink*

CARRIED

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

No declarations of pecuniary interest were declared

MINUTES OF PREVIOUS MEETING

The minutes of the October 4, 2016 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on October 17, 2016.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
DECEMBER 6, 2016 AT 8:30 A.M.**

027

BUSINESS ARISING FROM MINUTES

No business arising from minutes was tabled.

DELEGATIONS

No delegations

REPORTS

RAC 2016-015

- Mount Forest Pool Electrical Service Panel

Resolution REC 2016-46

Moved by: Councillor Dobreen

Seconded by: Councillor Hern

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2016-015 being a report on the Recreation Department Mount Forest Pool Electrical Service;
AND FURTHER THAT this replacement and relocation go out for quote and that Wellington North Power quote on the rewiring from pole into the facility.*

CARRIED

RAC 2016-016

- Amendment to Municipal Alcohol Policy Section 2.1 (Mount Forest Homecoming Event, June 23, 24 and 25, 2017)

Resolution REC 2016-47

Moved by: Councillor Hern

Seconded by: Councillor Dobreen

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2016-016 being a report on an amendment to the Municipal Alcohol Policy, Section 2.1 for the Mount Forest Homecoming Event, June 23, 24 and 25, 2017.

CARRIED

RAC 2016-017

- Fees & Charges Recreation 2018 (Proposed)

Resolution REC 2016-48

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2016-017 being a report on establishing recreation fees & charges for 2018;

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
DECEMBER 6, 2016 AT 8:30 A.M.**

028

AND FURTHER THAT the Recreation & Culture Committee recommends to Council that a 2% increase as outlined in the schedule attached to the report, be approved;

AND FURTHER THAT the Recreation & Culture Committee recommend to Council that the Mayor and Clerk be authorized to sign the Recreation Fees and Charges By-law.

CARRIED

Facility Usage Reports:

- Arthur Community Centre October - November 2015/16
- Mount Forest Sports Complex October – November 2015/16

Resolution REC 2016-49

Moved by: Councillor Dobreen

Seconded by: Councillor Yake

THAT the Recreation and Culture Committee receive for information the Arthur and Mount Forest Facility Usage Reports for October - November 2015 and 2016.

CARRIED

Report from April Marshall, Tourism, Marketing & Promotions Manager

- EDO 2016-36 being a report on the Youth Action Council's request for an outdoor skating rink

Resolution REC 2016-50

Moved by: Councillor Hern

Seconded by: Councillor Dobreen

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report EDO 2016-36 being a report on the Youth Action Council's request for an outdoor skating rink.

CARRIED

OTHER BUSINESS

Mark MacKenzie, Mount Forest Facility Manager, stated that two refrigeration companies have checked the ice plant. A report has not been received; but, they have indicated the ice plant would need upgrades to work properly in the summer months. There is summer ice available in Ayton and user groups were not committed to booking time. The committee directed that summer ice not be put into the arena.

Mike Givens, CAO, commented that he and the Mayor will be meeting with North Wellington Co-op representatives to discuss their interest in purchasing the land where the Mount Forest Pool is located. He also informed the committee that the Mayor, Councillor McCabe and himself would be attending a Southgate Council meeting to discuss the changes Wellington North is making to its committee structure.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
DECEMBER 6, 2016 AT 8:30 A.M.**

029

Councillor McCabe announced that Barry Lavers, Councillor Hern and himself are meeting with two Optimist members on December 6, 2016 at 4:00 p.m. to review splash pad designs. Councillor McCabe informed the Committee that a limestone subsurface is being considered for the Conestoga River.

Barry Lavers, Recreation Director, announced that he has included the Recreation Master Plan in next year's budget. Once the budget is passed an RFP will be issued. The plan should be completed by early to mid fall with implementation by the end of 2017. If Committee members have any additional items to be included in the plan please let Barry know. User groups and service clubs will be included in the process which will include public meetings and an on-line survey.

Barry and Councillor McCabe met with the Dave Stack, Ian Turner and Jack Benham regarding the West Luther trail. The trail has been extended several kilometres out of Arthur. The final financial information for 2016 has been submitted to the County.

NEXT MEETING

Next meeting February 14, 2017 at 8:30 a.m. at the Mount Forest & District Sports Complex.

ADJOURNMENT

Resolution REC 2016-51

Moved by: Councillor Yake

Seconded by: Councillor Dobreen

THAT the Recreation and Culture Committee meeting of December 6, 2016 be adjourned at 10:02 a.m.

CARRIED



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

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033

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 19, 2016**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2016-16 BUILDING PERMIT REVIEW
PERIOD ENDING NOVEMBER 30, 2016**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2016-16 being the Building Permit Review for the period ending November 30, 2016.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. CBO 2016-13 Building Permit Review Period Ending October 31, 2016

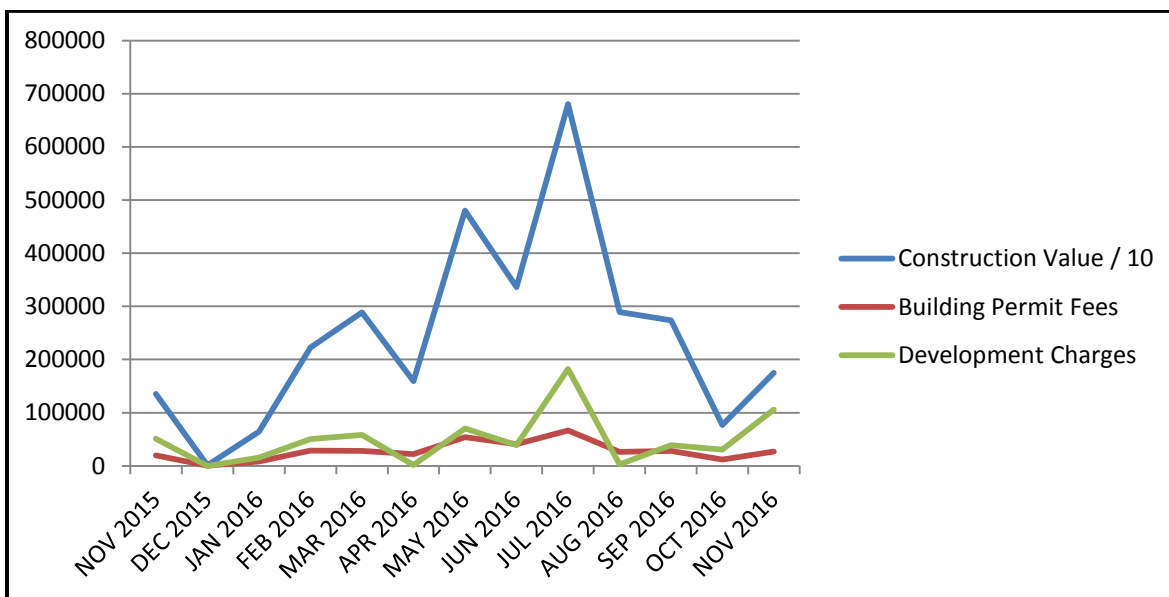
BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	1	238,000.00	1,808.80	4,228.00
Multi Family Dwelling	9	972,000.00	17,672.40	101,744.00
Additions / Renovations	3	435,000.00	4,513.05	0.00
Garages / Sheds	2	48,000.00	1,093.04	0.00
Pool Enclosures / Decks	1	8,000.00	127.00	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	1	3,000.00	141.20	0.00
Sewage System	3	45,000.00	1,527.00	0.00
Demolition	0	0.00	0.00	0.00

Total November 2016	20	1,749,000.00	26,882.49	105,972.00
Total Year to November 2016	244	29,824,453.00	334,111.14	606,770.44

12 Month Average	23	2,539,704.67	28,582.69	49,676.20
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10 Year Monthly Average	15	2,051,474.60	18,280.72	44,375.16
10 Year, Year to Date Average	216	23,067,267.00	214,773.73	340,586.95

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
---	--



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 19, 2016**

FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS

**SUBJECT: REPORT PW 2016-081 BEING A REPORT ON THE SANITARY
ALLOCATIONS FOR THE LUCAS SUBDIVISION**

RECOMMENDATION

THAT Report PW 2016-081 being a report on the sanitary allocation for the Lucas Subdivision be received;

AND FURTHER THAT the Council of the Township of Wellington North commit thirty-four (34) sanitary sewer allocations to Reeves' Construction for a 34 unit development, commonly known as the Lucas Subdivision, Pt. Pk. Lt. 3, S of King St., Pt. Pk. Lt 3, N of Albert, Geographic Town of Mount Forest in the Township of Wellington North;

AND FURTHER THAT these sanitary sewer allocations have an expiry of thirty-six months from date of passage of the resolution, after which period the 34 units will be withdrawn unless a subdivision agreement has been entered into with terms required by the Township.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report PW 2015-011 being a report on 2016 wastewater capacity calculations for Wellington North.

STRATEGIC PLAN

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

X Yes

No

N/A

Which pillars does this report support?

X Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

Strategic Partnerships

Sanitary sewer capacity and infrastructure is a prerequisite to community growth.

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

Matthew Aston

Michael Givens, CAO

MATTHEW ASTON DIRECTOR OF PUBLIC WORKS	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---	--

Schedule A



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
e-mail: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

January 25, 2016

Township of Wellington North
P. O. Box 125
7490 Sideroad 7 West
KENILWORTH, Ontario
N0G 2E0

Attention: Matt Aston

RECEIVED

JAN 28 2016

TWP OF WELLINGTON NORTH

RE: 2016 RESERVE CAPACITY CALCULATIONS
MT. FOREST WASTEWATER TREATMENT PLANT
OUR FILE: A5510(16)-R03

Dear Sir:

We have undertaken a review of the reserve capacity for the Mount Forest Wastewater Treatment Plant (WWTP) for 2016 in accordance with the requirements outlined in the MOE Guidelines. The current Average Day Flow (ADF) is based on recorded flows at the plant for a three year period (2013, 2014 and 2015) as provided by the Ontario Clean Water Agency (OCWA).

The reserve capacity calculations indicate a decrease in the three year ADF from 2,138 m³/day to 2,017 m³/day. Calculations provided in Table 1 (attached) indicate the uncommitted reserve capacity has increased from 597 to 763 equivalent residential units.

Registered/Unbuilt development figures provided in Table 2 (attached) have been adjusted to include Building Permits issued in 2015 as provided by the Chief Building Official. Eight (8) additional units were connected to the collection system in 2015.

Following Council's review and adoption of the attached report, we would recommend that a copy of the report be forwarded to the Ministry of Environment's Guelph District Office to the attention of Lisa Williamson. We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact this office.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

Christine M. Furlong, P. Eng.

Encl.

cc: Mark Van Patter, County of Wellington, Planning Department
Darren Jones, Township of Wellington North, Building Department

TABLE 1

A5510(16)R03

MOUNT FOREST - WWTP 2016 RESERVE CAPACITY	
DESCRIPTION	2016
1. Design capacity of WWTP (m ³ /day)	2818
2. Average day flow * (m ³ /day)	2017
3. Reserve capacity (m ³ /day) (1) - (2)	801
4. Population served **	4918
5. Serviced households ***	2046
6. Average daily per capita flow (m ³ /day) (2) ÷ (4)	0.410
7. Additional population that can be served (3) ÷ (6)	1954
8. Persons per equivalent residential unit (4) ÷ (5)	2.40
9. Additional equivalent residential units that can be served (7) ÷ (8)	814
10. Committed Development (Table 2)	51
11. Uncommitted Reserve Capacity in Equivalent Residential Units (9) - (10)	763
* Average of 2013 (2235 m ³ /day), 2014 (2071 m ³ /day) and 2015 (1746 m ³ /day)	
** Estimated Population using 2011 Census (4757) + (units built in 2012, 2013, 2014 and 2015 x 2.40)	
*** Estimated Residential sewage connections (<i>40 units added in 2012, 6 units added in 2013, 13 units added in 2014 and 8 units in 2015</i>)	

TABLE 2

A5510(16) R03

MOUNT FOREST SUMMARY OF COMMITTED DEVELOPMENT - 2016		
REGISTERED/UNBUILT	UNITS	TOTAL
Bye - Church St. (Plan 419)	2	
SUB-TOTAL		2
DRAFT PLAN APPROVED OR COMMITTED BY RESOLUTION	UNITS	
Reeves - Albert Street Estates	8	
Lucas Subdivision (King & Albert Streets)	31	
James Bowden Sr. (2013)	8	
SUB-TOTAL		47
MULTI-UNIT DEVELOPMENT	UNITS	
SUB-TOTAL		0
INFILL LOTS	2	
SUB-TOTAL		2
TOTAL COMMITTED UNITS		51

Note: The Bye - Wendy Lane (Plan 832) development is complete and has been removed from the above list.



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 19, 2016**

FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS

**SUBJECT: REPORT PW 2016-082 BEING A REPORT ON THE STATUS OF THE
ARTHUR WASTEWATER TREATMENT PLANT (WWTP)**

RECOMMENDATION

THAT Report PW 2016-082 being a report on the status of the Arthur wastewater treatment plant (WWTP) be received;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to issue the following firms the "request for proposal" document for the upgrades to the Arthur Wastewater Treatment Plant and sanitary system as detailed within the Municipal Class Environmental Assessment:

CIMA Canada Inc;
Hatch Corporation;
R.J. Burnside & Associates Limited; and
J.L. Richards & Associates Limited.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report PW 2016-072 being a report on the upgrade to fine aeration at the Arthur Wastewater Treatment Plant.

Report PW 2016-044 being a report on the Municipal Class Environmental Assessment for the Arthur sanitary system.

BACKGROUND

Township of Wellington North issued a request for “Letters of Interest (LOI)” from consulting engineering firms on the Township’s website and local newspaper in October with a closing date of Friday, October 28th.

A copy of LOI 2016-012 is included as Schedule A.

The Township received eight (8) responses from qualified engineering service providers who provided details of their corporation, proposed project team and experience leading similar wastewater treatment projects. A copy of these submissions was provided to XCG Consultants Ltd (XCG) for their assessment.

A copy of XCG’s assessment letter is included as Schedule B.

It is worth noting that the LOI evaluation process was made very difficult because of the quality of submissions provided by the eight respondents.

Township staff will contact each respondent following the December 19, 2016 meeting of Council and the four recommended firms will be asked to provide detailed proposals for further evaluation towards selecting a successful engineering firm to lead the Township through detailed design, approval and construction at the Arthur Wastewater Treatment Plant (WWTP) and sanitary system.

The “request for proposal” (RFP) document is currently being prepared by Township staff who have consulted with XCG Consultants Ltd. and other procurement specialists in Wellington County in its preparation. The intent of staff is to issue the RFP document to the four firms selected as part of LOI 2016-012 before year-end.

FINANCIAL CONSIDERATIONS

The detailed design to approvals portion of this project has an estimated cost of \$1 million. Staff are proposing to fund this cost as per the below breakdown.

- Clean Water and Wastewater Fund (CWWF) Federal Portion-\$445,469
- Clean Water and Wastewater Fund (CWWF) Provincial Portion-\$222,735
- Arthur Sewage Reserve-\$331,796

Class EA provides a cost estimate of \$15.8 to \$20.9 million dollars for upgrade of the Arthur wastewater infrastructure from a capacity of 1,465 cubic metres to 2,300 cubic metres. Sewer rates over the past several years have been collecting monies which have been set aside as reserves to help fund this work, however, Township may also have to seek other financial instruments to fund this project.

STRATEGIC PLAN

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

- X Yes No N/A

Which pillars does this report support?

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

Sanitary treatment capacity is an infrastructure prerequisite to development in the community of Arthur. Arthur’s sanitary treatment capacity is the #1 priority of Township Council.

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

Matthew Aston

Michael Givens, CAO

MATTHEW ASTON DIRECTOR OF PUBLIC WORKS	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---	--

SCHEDULE B



XCG CONSULTANTS LTD.
 Toronto: 416-291-8520 | Fax: 416-291-8500 | Toronto@xcg.com
 2000-303001 Circle, Suite 300, Oakville, Ontario, Canada | 011/1/77

Date: December 6, 2016 **XCG File No.: 3-3167-01-01**
 To: Mr. Matthew Aston, Township of Wellington North (Township)
 From: XCG Consultants Ltd (XCG)
 Re: Evaluation of Received Letters of Interest (LOIs) for the Design and Construction Management of the Arthur Wastewater Treatment Plant Expansion

1. INTRODUCTION

In 2012, the Township of Wellington North (Township) initiated a project to identify the most cost-effective, environmentally sound, and sustainable approach to provide wastewater treatment capacity to accommodate future growth in the community of Arthur. This project was undertaken through the Municipal Class Environmental Assessment (Class EA) process. The Township has recently completed Phase 4 of the Class EA process, and is proceeding with Phase 5; implementation of the project as identified in the Environmental Study Report (ESR).

The Township is currently in the process of selecting a qualified engineering firm to complete the preliminary design, detailed design, and construction of the Arthur Wastewater Treatment Plant (WWTP) expansion. XCG Consultants Ltd. (XCG) has been retained to provide assistance to the Township over the course of the selection process by conducting a technical review of the submitted Letters of Interest (LOIs).

The purpose of this brief memorandum is to present the evaluation methodology and to present the results of the evaluation, including XCG's recommended short-list of engineering firms based on a technical review of the LOIs.

2. EVALUATION METHODOLOGY AND RESULTS

On October 7, 2016, the Township issued a Request for LOIs for the Design and Construction Management of the Arthur WWTP Expansion (LOI 2016-012). In total, the Township received eight LOIs from qualified engineering firms, including submissions from the following firms, presented in alphabetical order:

- AECOM Canada Ltd.;
- B.M. Ross & Associates Limited;
- CIMA Canada Inc.;
- Exp Services Inc.;
- Hatch Corporation;
- J.L. Richards & Associates Limited;
- R.J. Burnside & Associates Limited; and,
- WSP Group Inc.

*Evaluation of Received Letters of Interest (LOIs) for the Design and Construction Management of
the Arthur Wastewater Treatment Plant Expansion*



MEMORANDUM

The Township intends to narrow down this list to a short-list of four firms based on a technical review of the submitted LOIs against the evaluation criteria identified in the Request for LOI.

The four main evaluation criteria previously identified in the Request for LOI document are listed below.

- Overall corporate capability/capacity;
- Previous experience in WWTP construction projects;
- Qualifications and experience of key project team members; and,
- References from previous clients.

The evaluation of the submissions included review of specific considerations under each criterion which were integrated into the overall scoring for each firm. These specific considerations are presented in Table 1. The criteria included a check of client references for each firm, who were contacted and surveyed by XCG staff on behalf of the Township. It should be noted that attempts by XCG staff to contact the references provided by Exp Services Inc. were unsuccessful, and therefore it was not possible to evaluate Exp Services Inc. on the basis of their references. As such, the evaluation of Exp Services Inc. omitted the References criterion, and their overall score in the remaining three criteria was prorated to an equivalent score out of 100 to allow for comparison to other firms. The total points assigned to each criterion is also listed in Table 1.

Table 1 **Summary of LOI Evaluation Criteria**

Criteria	Specific Considerations	Points
Overall corporate capability/capacity	<ul style="list-style-type: none"> • Firm size and proximity to Arthur • Staff resources available for this project • Previous experience with the Township • Existing projects within the Township 	20
Previous experience in WWTP construction projects	<ul style="list-style-type: none"> • Evaluation of reference projects presented in the LOI, including: budget, location, scope, and applicability to the proposed Arthur WWTP expansion • Description of Project Understanding and presentation of potential issues/key considerations 	30
Qualifications and experience of key project team members	<ul style="list-style-type: none"> • Overall work experience of key proposed project members • Experience of key proposed project members on projects of similar size and scope 	25
References from client	<ul style="list-style-type: none"> • Ability to deliver project on budget, within scope, and on time • Ability to communicate between key stakeholders • Ability to manage change orders during the construction process • Overall impressions of the firm 	25

Overall, XCG staff conducted three independent evaluations of each LOI. Results of the evaluations were consolidated in an internal evaluation workshop. Each LOI was evaluated relative to the other submissions based on their ability to best satisfy specific considerations

*Evaluation of Received Letters of Interest (LOIs) for the Design and Construction Management of
the Arthur Wastewater Treatment Plant Expansion*



MEMORANDUM

presented in Table 1. Key points of consideration for the evaluation of each firm's LOI is summarized in Table 2.

Based on the results of the technical evaluation and internal workshop, the following four engineering firms have been recommended for short-listing for the RFP Process (presented in alphabetical order):

- CIMA Canada Inc.
- Hatch Corporation
- J.L. Richards & Associates Limited
- R.J. Burnside & Associates Limited

Table 2 Summary of Evaluation Notes

Criteria	B.M. Ross & Associates Limited	HSP Group Inc.	R.J. Burnside & Associates Limited	Hitech Corporation	AECON Canada Ltd.	Esp Services Inc.	CH2M CH2M Inc.	J.L. Richards & Associates Limited	
Overall Corporate Capability Capacity	<ul style="list-style-type: none"> Small firm with local support office. Less experience and local expertise. Less experience with large expansion within the Province. 	<ul style="list-style-type: none"> Large firm with local support office. More experience and local expertise. More experience with large expansion within the Province. 	<ul style="list-style-type: none"> Medium sized firm with local support office. More experience and local expertise. More experience with large expansion within the Province. 	<ul style="list-style-type: none"> Large firm with local support office. More experience and local expertise. More experience with large expansion within the Province. 	<ul style="list-style-type: none"> Large firm with local support office. More experience and local expertise. More experience with large expansion within the Province. 	<ul style="list-style-type: none"> Large firm with local support office. More experience and local expertise. More experience with large expansion within the Province. 	<ul style="list-style-type: none"> Large firm with local support office. More experience and local expertise. More experience with large expansion within the Province. 	<ul style="list-style-type: none"> Large firm with local support office. More experience and local expertise. More experience with large expansion within the Province. 	<ul style="list-style-type: none"> Medium sized firm with local support office. More experience and local expertise. More experience with large expansion within the Province.
Previous Experience in WWT Construction Projects	<ul style="list-style-type: none"> Less experience with similar projects of similar scope to the Arroyo WWT expansion. Strong experience with specific components of expanded project (e.g. process construction). Strong list of general project experience. Less than 10 years of experience. 	<ul style="list-style-type: none"> Key team of reference project is similar to the Arroyo WWT expansion. Reference project is similar to the Arroyo WWT expansion. Reference project is similar to the Arroyo WWT expansion. Reference project is similar to the Arroyo WWT expansion. 	<ul style="list-style-type: none"> Strong reference project presented. Strong list of overall project experience. Clear description of project experience. 	<ul style="list-style-type: none"> Strong reference project presented. Strong list of overall project experience. Clear description of project experience. 	<ul style="list-style-type: none"> Strong reference project presented. Strong list of overall project experience. Clear description of project experience. 	<ul style="list-style-type: none"> Strong reference project presented. Strong list of overall project experience. Clear description of project experience. 	<ul style="list-style-type: none"> Strong reference project presented. Strong list of overall project experience. Clear description of project experience. 	<ul style="list-style-type: none"> Strong reference project presented. Strong list of overall project experience. Clear description of project experience. 	<ul style="list-style-type: none"> Strong reference project presented. Strong list of overall project experience. Clear description of project experience.
Qualitative and Experience of Key Project Team Members	<ul style="list-style-type: none"> Strong project experience. Strong project experience. Strong project experience. 	<ul style="list-style-type: none"> Strong project experience. Strong project experience. Strong project experience. 	<ul style="list-style-type: none"> Strong project experience. Strong project experience. Strong project experience. 	<ul style="list-style-type: none"> Strong project experience. Strong project experience. Strong project experience. 	<ul style="list-style-type: none"> Strong project experience. Strong project experience. Strong project experience. 	<ul style="list-style-type: none"> Strong project experience. Strong project experience. Strong project experience. 	<ul style="list-style-type: none"> Strong project experience. Strong project experience. Strong project experience. 	<ul style="list-style-type: none"> Strong project experience. Strong project experience. Strong project experience. 	<ul style="list-style-type: none"> Strong project experience. Strong project experience. Strong project experience.
Reference Firm Client	<ul style="list-style-type: none"> Reference project (1) delivered on budget or below it. Good communication and client team. Overall strong references provided. 	<ul style="list-style-type: none"> Reference project (1) delivered on budget or below it. Good communication and client team. Overall strong references provided. 	<ul style="list-style-type: none"> Reference project (1) delivered on budget or below it. Good communication and client team. Overall strong references provided. 	<ul style="list-style-type: none"> Reference project (1) delivered on budget or below it. Good communication and client team. Overall strong references provided. 	<ul style="list-style-type: none"> Reference project (1) delivered on budget or below it. Good communication and client team. Overall strong references provided. 	<ul style="list-style-type: none"> Reference project (1) delivered on budget or below it. Good communication and client team. Overall strong references provided. 	<ul style="list-style-type: none"> Reference project (1) delivered on budget or below it. Good communication and client team. Overall strong references provided. 	<ul style="list-style-type: none"> Reference project (1) delivered on budget or below it. Good communication and client team. Overall strong references provided. 	<ul style="list-style-type: none"> Reference project (1) delivered on budget or below it. Good communication and client team. Overall strong references provided.

Note:

1. Provided references are not necessarily consistent across all references. The scores for each firm are based on an overall score in facilities construction between firms.



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 19, 2016**

FROM: DAVID GUILBAULT, FIRE CHIEF

**SUBJECT: REPORT FIRE CHIEF 2016-008 PURCHASE OF A FIRE DEMO
VEHICLE, HALF/TON PICK-UP**

RECOMMENDATION

THAT Report Fire Chief 2016-008 being a report on the purchase of a 2016 half-ton pick-up (demo fire vehicle) be received;

AND FURTHER THAT the Council of the Township of Wellington North waive the requirement for a "Request for Quotation Process (Written)" as stipulated in the Township's Purchasing and Procurement Policy recognizing that purchasing a Demo Vehicle presents a unique purchasing opportunity;

AND FURTHER THAT the Council of the Township of Wellington North acknowledges that this purchase would occur in advance of formal approval of the 2017 budget which constitutes financial approval to proceed with the procurement process;

BE IT RESOLVED THAT Council authorizes the Fire Chief to proceed with the purchase of a 2016 half pick-up (demo fire vehicle) from DARTA Fleet Solutions at a purchase price of \$34,995 to be funded from the Wellington North Fire Reserve Fund.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

There are no previous reports with respect to this matter.

BACKGROUND

In the 2015 Capital Budget the Fire Service requested a $\frac{3}{4}$ ton pick-up. The vehicle approved by the Vehicle and Equipment chair was to replace the Mount Forest Rescue truck and that vehicle was to be sold. The Tahoe was to be sold as well, as Council approved the purchase of an Emergency Response Vehicle. There was still a requirement for a vehicle to tow the trailer and ATV located in Mount Forest, thus the requirement for $\frac{3}{4}$ ton pick-up.

In May 2016 a full-time Fire Prevention Officer was hired and began using the 2005 Tahoe. This vehicle is presently being used by the Fire Prevention Officer for Fire Prevention, Public Education, Fire Investigations and Emergency Response and is located at the Arthur station. The Arthur firefighters assist EMS with patient care in the rear of the ambulance while the patient is being transported to hospital. The firefighters require pick-up at the Groves Hospital in Fergus. The Tahoe is used to pick-up the firefighters. It is not practical to send a large fire truck out of our area.

In August 2016, the Vehicle and Equipment Chair in consultation with the Fire Chief decided it was more practical to sell the Arthur Rescue as this truck was very seldom used. It would also garner a higher selling price. It was sold and the funds were placed into the Capital Reserve. The Mount Forest Rescue truck is still in service today as a Support Unit for both fire stations. It pulls the trailer and ATV.

Council placed the 2016 pick-up on hold from being purchased until a Fleet Policy was approved. The Fleet Policy was approved, however, Council requested more information regarding the pick-up before Council approval would be granted.

In the 2017 Capital Budget, there is a request for a $\frac{1}{2}$ ton pick-up to replace the 2005 Tahoe. Please see attached Capital Project Detail Sheet. The Tahoe is beyond its life expectancy and as well meets the replacement schedule as per the Fleet Policy.

There is an opportunity to purchase a Fire Prevention/Emergency Response Fire Demo Vehicle from Darta Fleet Solutions. This vehicle has been outfitted with all Emergency Equipment and meets the requirements of the Fire Service. The vehicle would require decaling and our branding. That would be expensed within the budget allocation.

The vehicle is available in December 2016 and there is only one Fire Demo Vehicle available. It will have a balance of the factory warranty and can be serviced locally. The vehicle specifications are attached to the Capital Project Detail Sheet.

FINANCIAL CONSIDERATIONS

Budget amendments, and capital expenditures not yet approved in the budget or special expenditures, must be supported by Council resolution which specify the purpose of the expenditure and the funding source. The purchase price is \$34,995.00 plus HST and can be funded from the Wellington North Fire Reserve Fund. The Tahoe will be sold with an estimated sale price of \$5,000.00 and those funds will go back into the Reserve Fund.

STRATEGIC PLAN

Does 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

PREPARED BY:	RECOMMENDED BY:
<i>David F. Guilbault, Fire Chief</i>	<i>Michael Givens, CAO</i>
DAVID E. GUILBAULT FIRE CHIEF	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



Township of Wellington North

CAPITAL PROJECT DETAIL SHEET
2017 BUDGET

CAPITAL PROJECT SHEET				
Department:	Fire			
Project Name:	1/2 Ton pick-up truck			
Asset Name:	1/2 Ton pick-up truck	Import ID:		
Project Description	Fire Prevention/Emergency Response			
Project Justification	Replace 2005 Tahoe. (see attachment)			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Past life expectancy for emergency response.
Legislative Requirement				
Operational Saving, Short Payback			X	Reduced operating cost. New 5 year warranty. No cost regular maintenance for two years.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Beyond life cycle.
Growth related			X	Fire Prevention Officer Full-time.
Service enhancements			X	Full Time Fire Prevention Officer providing service throughout Township.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2017	2018	2019	2020
Capital Purchases/Contractor/Material	\$42,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees				
Funding				
Reserves	\$30,000			
Reserve Funds	\$7,500			
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: (sell Tahoe)	\$5,000			
Total Funding	\$42,000			
Net Operating Cost				
Estimated Completion Date: June 30,2017				
Projected New Operating Costs per year: \$2,000				
Previous Operating Costs: In 2015 the operating cost were approx. \$12,000.				



2016 DODGE RAM 1500



Fire Demo Vehicle available for purchase
in December 2016

\$34,995.00



EQUIPPED WITH:

- SYNERGY LED Lightbar (SL-60)
- Dodge Ram Contour Console
- Laptop Mount (LT7600-B)
- Push Bumper
- IQ Light & Dual 200Watt Siren AMP control system w/USB programming
- Two DRCS110 100W Speakers
- LED Inline Inserts (SL12IL Red&Clear)
- Genesis 12 LED Lights (Surface, Deck & Flush Mount)
- Console Accessories:
USB Ports, Cup Holder, Armrest
- SLIDE OUT TRAY.



Call Us: 905-951-1940



Communiqué



From the desk of:

November, 2016 # 037

Fire Chief.

1. **Thank You. Thank You. Thank you.** The Fire on County Rd. 16 was one of the worst fires I have been to in some time. Everyone worked well beyond their limits to save the family business and neighbouring home. You are all, a very special group of people and you should be very proud of your dedication and commitment to your community. **WELL DONE TEAM!**

2. The Canadian Critical Incident Stress Foundation presented Critical Incident Stress Management (CISM) to Arthur Firefighters November 22/16 and to Mount Forest Firefighters November 29/16. The feedback has been very positive. The Wellington North Fire Service was the first in the county to receive this training. Part three will be Officer Training and Certification. As stated previously this is **mandatory training**. OPP Inspector Lawson has also offered his assistance and that of his staff.

This is obviously a very important subject. **We are doing this for you and your family!!!! We care!!!**

3. **REMINDER**, please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding.

4. **Tablets:** Up-date; Four tablets have been ordered. There is great demand for these units, however we have been placed in the que, with a delivery date before year end.

“Merry Christmas”

FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to November 30 for the years 2015 and 2016				
	2015		2016	
	<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	84	90	61	72
Fatal fires on Federal or First Nations properties from January 1 to November 30	2	2	1	9
Total	86	92	62	81



Communiqué



Respectfully;

Fire Chief

"The Journey of a thousand miles begins with a single step" – LAO TZU

November Fire Report 2016

ARTHUR STATION:

The Arthur Station responded to 12 calls for assistance during the month.

Practice/ Meetings:

November 1, 2016 (18) members were present

November 22, 2016 (18) members were present

MOUNT FOREST STATION:

The Mount Forest Station responded to 8 calls for assistance during the month.

Practice/ Meetings:

November 1, 2016 (12) members were present

November 22, 2016 (14) members were present

November 29, 2016 (19) members were present

Respectfully submitted by

Bill Hieber



Communiqué



CALL TYPE	ARTHUR STATION	AREA	2	MOUNT FOREST STATION	AREA
Medical	3	Arthur (1)		5	Mount Forest (5)
		Township (2)			
Structure Fire	1	Township (1)		1	Township (1)
Controlled Burn	2	Township (2)			
Co/Smoke/Alarm	2	Town (1) Township (1)		1	Mount forest (1)
Vehicle collision	1	Center Wellington (1)		1	West Grey (1)
Fire Alarm	3	Town (1)			
		Township (2)			



Communiqué



Fire Prevention/Public Education

FIRE SAFETY PRESENTATIONS

Chief for a day Arthur/Mount Forest

FIRE SAFETY INSPECTIONS

Dana Canada Corp. Mount Forest

FIRE INVESTIGATIONS

9174 Wellington Road 16 Damascus

FIRE SAFETY COMPLAINT INSPECTIONS

335 Smith Street Arthur

FIRE SAFETY PLAN REVIEWS

Dana Canada Corp. Mount Forest
St. Mary Catholic School Mount Forest
Wellington Heights H.S. Mount Forest

VULNERABLE OCCUPANCY FIRE DRILLS

Birmingham Retirement Mount Forest

BURN PERMIT SITE INSPECTIONS

9130 Concession 11 Mount Forest
9323 Line 12 Conn
8807 Sideroad 7 Arthur
8061 line 2 Arthur
9625 Sideroad 15 West Luther
8636 Wellington Road 14 Arthur

BURN COMPLAINTS



“TEST YOURS *TODAY*”



Communiqué



TRAINING DIVISION

Training Division

New training schedule will be posted in the next communiqué. Have a SAFE and happy Holiday.

**Public
Education**

We received the Community Safety Net booklets. 200 Junior Fire Safety, 150 Personal Safety, 120 Rural Safety, and 80 Senior. We also received 405 slap wraps that we can hand out. The variety in the booklets will work out to be very beneficial. Being in the Fire Service we deal with a variety of circumstances. Our goal is to reach out to all the people within our community. I do not believe one safety message is more important than another. I do believe that all messages should have one common goal. Through education we can do our part in helping people make the best decisions to LIVE SAFELY!

Marco Guidotti

“SAVING LIVES THROUGH EDUCATION”



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

fpo@wellington-north.com

Next communiqué will be January 9th, 2017



Communiqué



Truck and Equipment

Nothing at this time. Thanks.



7490 Sideroad 7 W, PO Box 125,
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www.wellington-north.com

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060

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 19, 2016**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2015-078 BEING A REPORT ON THE CANINE
CONTROL BY-LAW**

RECOMMENDATION

THAT Report CLK 2015-078 being a report to on the Canine Control By-law be received;

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

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2016-006 being a report on Canine Control services in the Township of Wellington North

CLK 2016-010 being a report on Canine Control services in the Township of Wellington North

2016-017 being a report on Canine Control services in the Township of Wellington North

CLK 2016-065 being a report on canine licensing fee amnesty

BACKGROUND

The current canine control by-law was passed in 2013 and requires some amendments and housekeeping items.

The significant changes to this by-law include;

Change the Definition of Kennel from:

“Kennel - means an establishment where dogs are housed, groomed, bred, boarded, trained or sold on a lot or parcel which is 25 acres or greater in size within an Agricultural Zone.”

To:

“Kennel - means a place where more than 3 dogs are house, groomed, bred, boarded, trained, sold or kept for hunting and includes both Boarding Kennels and Breeding Kennels on a lot or parcel which is 25 acres or greater in size within an Agricultural Zone and which are licensed by the Township of Wellington North under the provisions of the By-law to Regulate and Provide for the Keeping, Control and Licensing of Dogs in Wellington North;

Change the definition of noise from:

Noise - shall mean the sound made by any dog which unreasonably disturbs the peace, quiet, comfort or repose of any person in any dwelling unit for a period longer than one hour

To:

Noise - shall mean the sound made by any dog which unreasonably disturbs the peace, quiet, comfort or repose of any person in any dwelling unit for a period longer than one ½ hour, more than two times in seven days.

Change Item 3.1. Impoundment from:

“It shall be the duty of the animal control officer to capture dogs found running at large and return them to the owner's habitual residence if known, or to impound same, when practical, where they can be confined subject to the right of the owner to redeem the dog within seventy-two (72) hours from the time of impoundment, exclusive of Sundays and holidays and the day of impoundment, by paying to the Township the applicable fees as set out in accordance with the municipality's “Fees and Charges By-law Schedule E “Licensing and Lotteries” as amended from time to time. “

To:

“It shall be the duty of the animal control officer to respond to calls regarding dogs running at large and, where possible:

- return them to the owner's residence as shown on municipal licensing records; or
- if no records exist, impound the dog.”

Add a clause:

No person or persons shall own, harbour or keep more than ten Dogs per dwelling unit in areas zoned agricultural.

Change Item 7.1 Kennels from:

“Notwithstanding any other provision of this By-law, every owner or operator of a kennel shall no later than the 30th day of April in each year apply for a kennel license, and upon the approval of the Township and payment of a license fee as set in accordance with the municipality’s “Fees and Charges By-law Schedule E “Licensing and Lotteries” as amended from time to time.”

To:

“Every owner or operator of a kennel shall no later than the 15th day of January in each year apply for a kennel license. No person shall own or operate a kennel without a kennel license.”

Change Item 8.1 and 8.2 Dog Waste from:

“Every person who owns, harbours, possesses or is in control of any dog shall remove forthwith and dispose of any excrement left by the said dog on any property in the former geographic area of the Town of Mount Forest and the former geographic area of the Village of Arthur as it existed prior to the annexation of a portion of the Township of Mapleton on the 1st day of January 1999.

Every person who owns, harbours, possesses or is in control of any dog shall remove forthwith and dispose of any excrement left by the said dog on any property in the former geographic area of the Township of Arthur, the former geographic area of the Township of West Luther (including the portion thereof annexed from the former geographic area of the Township of West Garafraxa) and in the portion of the Township of Mapleton annexed to the former geographic area of the Village of Arthur on the 1st day of January 1999, other than on the premises of the owner of the dog if such premises contain 25 acres of land or more. “

To:

“Every person who owns, harbours, possesses or is in control of any dog shall immediately remove any feces left by the dog in the municipality:

- on a highway or roadway,
- in a public park,
- on any public property other than a public park
- on any private property other than the property of,
- the owner of the dog, or
- the person having care, custody or control of the dog.

Every person who owns, harbours, possesses or is in control of any dog shall remove from his or her premises and dispose, in a timely manner, feces left by such dog, so as not to disturb the enjoyment, comfort and convenience of any person in the vicinity of the premises.

Section 8 does not apply to a handler of a service dog, where the handler is unable to remove the excrement left by such dog due to a physical disability or impediment.”

Removing from Section 9 Protection of Livestock and Poultry from Dogs Act entirely.

FINANCIAL CONSIDERATIONS

There are no changes being proposed to the license fee or to the penalties under Set Fines and Short Form wording.

The animal control officer’s annual fee is budgeted for on an annual basis.

STRATEGIC PLAN

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

Yes No N/A

Community Growth Plan
 Human Resource Plan
 Brand and Identity
 Strategic Partnerships

Community Service Review
 Corporate Communication Plan
 Positive Healthy Work Environment

PREPARED BY:

RECOMMENDED BY:

Karren Wallace

Michael Givens

KARREN WALLACE

MICHAEL GIVENS



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

064

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 19, 2016**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2016-080 BEING A REPORT ON FEES AND
CHARGES BY-LAW**

RECOMMENDATION

THAT Report CLK 2015-080 being a report on the fees and charges by-law be received;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the fees and charges by-law.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report CLK 2015-053 being a report on Fees and Charges;

CLK Report 2015-064/FIRE 2015-009 being a report to update Report CLK 2015-053

BACKGROUND

The Municipal Act, 2001, provides that a municipality may pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality, and for the use of its property including property under its control.

The Building Code Act, 1992, provides that a municipality may pass By-laws imposing fees and charges.

The Planning Act provides that the Council of a municipality may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters.

In all instances, a municipality may only impose a fee or charge on a cost recovery basis.

The Township of Wellington North reviews their fees and charges on an annual basis.

The current Fees and Charges By-law 088-15 was passed December 7, 2015 and amended by By-law 063-16 on August 15, 2016.

The Recreation Parks and Facilities and Water Sewer rates have their own by-laws respecting their fees and charges.

The proposed changes for 2017 are set out in Schedule "A".

Notice of passing of the by-law was provided in accordance with the municipal Provision of Notice Policy.

FINANCIAL CONSIDERATIONS

The revised fees and charges have been considered in the 2017 budget.

STRATEGIC PLAN

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

X Yes No N/A

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

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

Karren Wallace

Michael Givens

KARREN WALLACE	MICHAEL GIVENS
-----------------------	-----------------------

SCHEDULE "A"

PLANNING
Effective January 1, 2017

DESCRIPTION	PROPOSED FEE	OLD FEE
Committee of Adjustment – Minor Variance	\$800.00	\$750.00
Zoning Amendment	\$1,600.00	\$1,500.00
Part Lot Control	\$1,000.00	\$500.00
Fee for services provided by Municipal employees	\$50.00 (per hour, per employee)	\$35.00
	DEPOSIT (refundable)	
Lot Grading/surface Works Security Deposit	\$1,900.00	\$2,000.00



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

067

Plan to
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www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 19, 2016**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2016-082 BEING A REPORT ON PROVISION OF
ENUMERATOR SERVICES FOR LICENSING CANINES IN
WELLINGTON NORTH**

RECOMMENDATION

THAT Report CLK 2016-082 being a report on provision of enumerator services for licensing canines in Wellington North be received;

AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into an agreement with Karyn Foster for the provision of enumerator services for licensing canines in Wellington North.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2016-006 being a report on Canine Control services in the Township of Wellington North

CLK 2016-010 being a report on Canine Control services in the Township of Wellington North

2016-017 being a report on Canine Control services in the Township of Wellington North

CLK 2016-065 being a report on canine licensing fee amnesty

CLK 2015-078 being a report to on the Canine Control By-law

BACKGROUND

On April 18, 2016 By-law 030-16 was enacted to enter into an agreement with R. & R. Pet Paradise (Rick Rauwerda) for the provision of canine control services in Wellington North.

On November 7, 2016 Council passed Resolution 2016-471 which provides for an amnesty for the licensing fee for one dog per household from November 1, 2016 to December 31, 2016 provided the license is issued at the municipal office in Kenilworth. Twenty three (23) licenses were issued under the amnesty to December 14, 2016.

Even with our new service provider and the amnesty, it is clear there are many unlicensed dogs in Wellington North.

There have been 593 licenses issued to December 14, 2016 (including the ones issued under the amnesty) and 522 for the entire year of 2015. As a comparator, in 2011 over 1,800 licenses were issued.

The Township of Southgate recommended Karyn Foster's services as enumerator which is the individual they use. The anticipated stipend paid to Ms. Foster would be less than \$20,000.00 hiring her without tendering would conform with Wellington North's Purchasing and Procurement Policy.

The highlights of the agreement with Ms. Foster would include:

- The Township of Wellington North agrees to:
 - pay to Karyn Foster or designate a stipend of \$10.00 per licenses sold and tags issued from January 1 to June 30, 2017 being the end of the enumeration period;
 - cease selling tags at all locations except Kenilworth and through the animal control officer during the enumeration period of April 1, 2017 to June 30, 2017;
 - supply all tags and licensing documentation required to Karyn Foster to complete the enumeration, including a complete list of all licenses and tags issued from January 1, 2017 to March 31, 2017.
- Karyn Foster agrees to:
 - enumerate the entire municipality of Wellington North commencing on or around April 1, 2017 and completing the enumeration no later than June 30, 2017;
 - remit to Wellington North, on a weekly basis, proof of license and tags issued to each party together with the fees collected;
 - provide a vulnerable records check to the Township for any individual who will be employed in Enumeration Services for the licensing of dogs in Wellington North.

FINANCIAL CONSIDERATIONS

It is anticipated there will be a significant increase in revenues from the additional licenses issued for dog tags. Any fee paid to the enumerator is covered under the cost of the license. It is anticipated there will be a loss in 2017, however in 2018 we will enumerate by mail and no

Projected revenues and expenses for **	<u>2017</u>	<u>2018</u>
R & R Animal Control expense	\$26,000	\$26,000
Karyn Foster expense stipend \$10.00/tag	\$15,000	
TOTAL EXPENSE	\$41,000	\$26,000
TOTAL REVENUE	\$37,500	\$37,500
	NET -3,500	\$11,500

** based on sales of 1,500 tags at \$25.00 each.

In comparison, in 2015 the net revenue was \$2,009.00

It is estimated the net revenue in 2016 will be -1,750.00

By 2018 it is anticipated that net revenues of approximately \$11,500.00 will be realized.

STRATEGIC PLAN

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

Yes No N/A

Community Growth Plan
 Human Resource Plan
 Brand and Identity
 Strategic Partnerships

Community Service Review
 Corporate Communication Plan
 Positive Healthy Work Environment

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace</i>	<i>Michael Givens</i>
KARREN WALLACE	MICHAEL GIVENS



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

070

Plan to
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**TO: MAYOR AND COUNCIL
MEETING OF DECEMBER 19, 2016**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2016-085 BEING A REPORT ON FEDERATION OF
CANADIAN MUNICIPALITIES CANADA 150 COMMUNITY
LEADERS NETWORK**

RECOMMENDATION

THAT CLK Report 2016-085 being a report on the Federation of Canadian Municipalities Canada (FCM) 150 Community Leader network be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The year 2017 marks the 150th anniversary of Confederation. In conjunction with that, FCM, in partnership with the federal government, is creating the Canada 150 Community Leader network.

The network seeks to involve all municipalities in the 2017 sesquicentennial celebrations. Community involvement will ensure that information about Canada 150 events is available and communicated effectively, while also establishing a national network of municipal representatives.

FCM is inviting municipal councils to name one or more individuals in their community to be a Canada 150 Community Leader throughout 2017.

When considering who to name, it may help to reflect on the Canada 150 themes:

- Engaging and inspiring youth, by looking to youth or youth leaders,
- Diversity and inclusion, by ensuring balance of diversity in your selection,

- Our environment, by looking to those that are building a sustainable community,
- National reconciliation, by ensuring indigenous leadership is represented.

The program toolkit is attached as Schedule A and the nomination form is attached as Schedule B to this report.

Council should give consideration as to what Council and the municipality's role should be regarding 150 celebrations. There are many scheduled initiatives and activities and more still to be announced. Coordinating and supporting these activities could become a large commitment. Council might wish to consider assembling a task force to assist in meeting the 150 commitments.

Should Council wish to nominate an individual(s) staff will complete the nomination form and submit to FCM.

FINANCIAL CONSIDERATIONS

There is no financial impact to the municipality.

STRATEGIC PLAN

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

Yes No N/A

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships

- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment

PREPARED BY:

RECOMMENDED BY:

Karren Wallace, Clerk

Michael Givens, CAO

KARREN WALLACE, CLERK

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

SCHEDULE A



Recruitment Toolkit

A Canada 150 partnership between FCM and the Government of Canada

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Introduction	1
About the Canada 150 Community Leaders Network	1
Identifying your Community Leader	3
Announcing your Community Leader	4

Canada 150 Community Leaders Recruitment Toolkit

Introduction

Building on a strong partnership between the Federation of Canadian Municipalities (FCM) and the Government of Canada, FCM is creating the Canada 150 Community Leader network as part of the 150th anniversary of Confederation.

FCM is reaching out to all municipalities to describe the initiative and how you can get involved. FCM is well positioned to support your involvement and ensure that all municipalities derive the associated profile, benefits, and networking opportunities.

Recognizing the diversity of the municipal sector, FCM will promote the involvement of municipalities of all sizes and in all regions to ensure the municipal voice reflects the diversity of communities and the local fabric of our great country.

About the Canada 150 Community Leaders Network

The network seeks to involve all municipalities in the 2017 sesquicentennial celebrations. Community involvement will ensure that information about Canada 150 events is available and communicated effectively, while also establishing a national network of municipal representatives.

The role of Community Leaders

Community Leaders will act as official community voices for Canada 150 events in your municipality. In addition to serving as a point of contact for sharing information about Canada 150 —provided by FCM throughout 2017 —Community Leaders may wish to get involved in local events and reach out to other communities to share ideas.

As the municipal designate for Canada 150 celebrations, Community Leaders will form part of a nation-wide network. When national events are held in your community, your Community Leader will be invited to participate and bring the municipal voice to the celebrations.

As prominent individuals in the community, Community Leaders will embody the diversity of the country, including the celebration themes and be called upon to encourage interest, inspire dialogue and stimulate engagement. Working with their municipal councils, Community Leaders will also promote connections with various associations and individuals, as appropriate.

Importantly, the Community Leaders network will serve as a legacy to Canada 150 celebrations with the ability to create nation-wide linkages for years to come.

Community Leaders will be invited to share information about their communities on social media, using #Muni150 alongside the existing #Canada150 hashtag. FCM will also profile this impressive network in our communication channels and national events, such as our 2017 Annual Conference and Trade Show taking place in Ottawa from June 1-4.

Canada 150 Community Leaders Recruitment Toolkit

There will be many Canada 150 Signature Projects associated with and funded by the Government of Canada throughout the year. The Signature Projects are large-scale Canada 150 initiatives that are national in scope, and that will bring Canadians together from coast to coast to coast. They will cover a wide variety of subjects that help present the vision for the 150th anniversary. The Canadian Heritage [website](#) is tracking these projects as they get announced. Community Leaders, along with council members, may be invited to promote and participate in the pan-Canadian projects held in their municipalities as official Canada 150 community representatives.

The call to action

Municipal councils are invited to name one or more individuals in their community to be a Canada 150 Community Leader throughout 2017.

When considering who to name, it may help to reflect on the Canada 150 themes:

- Engaging and inspiring youth, by looking to youth or youth leaders,
- Diversity and inclusion, by ensuring balance of diversity in your selection,
- Our environment, by looking to those that are building a sustainable community,
- National reconciliation, by ensuring indigenous leadership is represented.

When presenting the initiative to potential candidates, you may wish to emphasize these benefits, as the Community Leaders will:

- Be part of a Canada-wide network of municipal leaders for Canada 150 celebrations.
- Be called upon to amplify the voice of municipalities to a local, regional and national audience.
- Act as the official voice of your community and be recognized for your role in the celebrations.
- Champion the celebrations as the local voice and official designate for your municipality.
- Be part of a national network of local voices for the future.

Identifying your Community Leader

Process

The network relies on municipalities to identify one or more Canada 150 Community Leaders. There are no strict criteria to be considered. The mayor and members of council simply need to agree on suitable candidates, confirm their willingness to participate, and submit their names to FCM.

For example, each member of council can be invited to identify one leader in each of the municipal wards, ensuring a broad representation and involvement of all members of council. Alternatively, the mayor or council may wish to identify a single Community Leader on behalf of the municipality. A sitting member of council can also be named as your Canada 150 Community Leader.

Selecting your Community Leader

Once Community Leaders have been identified and have agreed to participate in the network, you can submit the information to FCM by using the tools at www.fcm.ca/Canada150:

- Completing and submitting an online Canada 150 Community Leader form.
- Downloading a printable version of the form and returning it to FCM by email, fax or mail following the instructions on the form.
- To nominate more than three Community Leaders please complete and submit multiple forms.

In completing the form, you will identify your municipality as well as the name and contact information for your Community Leader. Please note that email is the preferred method of communication.

FCM will then contact the identified Community Leader to gather further details, provide additional information, and register their consent to participate.

Timelines

We encourage you to identify and submit the names of your Community Leaders before October 15, 2016, but we will continue to accept nominations until early December.

An orientation and associated responsibilities will be ongoing, with a view to having the full network of Community Leaders in place for the celebration kicks off on January 1, 2017.

For more information

Please contact canada150@fcm.ca.

Announcing your Community Leader

This toolkit offers a set of templates to help you promote your participation as part of the Canada 150 Community Leaders network.

These templates include:

- A template news release
- Social media content

Tips for social media posting

- Use #Muni150 and #Canada150 in your content
- Include a picture of your mayor or council with your Community Leader
- Search and retweet other posts using #Muni150 and #Canada150 to build the conversation
- Encourage your Community Leader to share pictures of your community as part of the #Canada150 / #Muni150 conversation

[NAME OF MUNICIPALITY]
FOR IMMEDIATE RELEASE
date, 2016

News Release

*(name of municipality) appoints (insert name)
as a Canada 150 Community Leader*

[CITY, PROV, Month, dd, yyyy] – Today the Municipality or the City of (insert name) announced its participation in the Canada 150 Community Leaders network. Mayor (or member of council) (insert name) is pleased to name (insert name) as the local voice for (insert name of municipality) for Canada's 150th anniversary of Confederation.

The network will be comprised of Community Leaders from thousands of municipalities across Canada, ensuring the municipal voice is front-and-centre during the year-long celebrations.

Recognizing that community building is nation building, this unique national network of Community Leaders will ensure that municipalities are showcased as part of the Canada 150 celebrations and beyond.

[Add a quote from your Community Leader, Mayor or Council; a sentence or two about your municipality and a link to your website.]

For more information on the Canada 150 Community Leaders network, please visit the FCM [website](#). Follow this network of local leaders on Twitter using #Muni150 and on [Facebook](#).

-30-

MEDIA CONTACT:

[Name - title, email, phone number]

Canada 150 Community Leaders Recruitment Toolkit

Sample tweets:

Happy to name *(insert name)* as #Canada150 Community Leader for *(insert name or handle of municipality)*. Follow the network #Muni150

Congrats to *@(Community Leader Handle)* for being named to represent *(name of municipality)* as part of the #Canada150 Community Leaders Network! #Muni150

Thrilled to announce our participation in #Canada150 celebrations! Congrats to our #CDNmuni leader *@(CommunityLeaderHandle)* #Muni150

@Mayor(*insert TwitterHandle*) with newly appointed #Canada150 Community Leader *@(CommunityLeaderHandle)*! Follow the journey @FCM_online #Muni150

Sample Facebook posts:

Community name will be participating in Canada's 150 anniversary of Confederation in 2017! We're pleased to name a community leader among our citizens as part of the #Canada150 Community Leaders network! Stay tuned for more exciting developments. <http://bit.ly/2a1KH1g> #Muni150

Community Leader Name will represent *our (name of municipality)* as our #Canada150 Community Leader and will be gathering and sharing information throughout 2017! Watch for more updates as we announce local and national events and initiatives! <http://bit.ly/2a1KH1g> #Muni150

Exciting news in the lead up to Canada's 150th anniversary of Confederation! *Your (name of municipality)* will choose a representative to showcase our great municipality and to form part of the official #Canada150 Community Leaders network. Who will be chosen? Stay tuned! <http://bit.ly/2a1KH1g> #Muni150

Useful links

FCM: www.fcm.ca/Canada150

 [@FederationofCanadianMunicipalities](https://www.facebook.com/FederationofCanadianMunicipalities)

 [@FCM_online](https://twitter.com/FCM_online)

 [FCM channel](https://www.youtube.com/channel/UC...)

Canada 150: www.canada.ca/150

 [@Canada150th](https://www.facebook.com/Canada150th)

 [@Canada150th](https://twitter.com/Canada150th)

 [Canadian Heritage channel](https://www.youtube.com/channel/UC...)

 [@Canada150](https://www.instagram.com/Canada150)



Identify Your Community Leaders for Canada 150

Thank you for making your municipality part of Canada's 150th celebration of Confederation. Please complete the form identifying your municipality and providing the contact details for one or more community leaders in your municipality. Each form has space for the details of three Community Leaders, to nominate more than three Community Leaders please complete multiple forms.

Municipality:		Province/Territory:	
----------------------	--	----------------------------	--

Community Leader #1			
Suffix/Title:			
First Name:		Family name:	
Gender:			
Email:		Phone Number:	
Council Member, Community Association or Group to which Community Leader is associated (if appropriate):			

Community Leader #2			
Suffix/Title:			
First Name:		Family name:	
Gender:			
Email:		Phone Number:	
Council Member, Community Association or Group to which Community Leader is associated (if appropriate):			

Community Leader #3			
Suffix/Title:			
First Name:		Family name:	
Gender:			
Email:		Phone Number:	
Council Member, Community Association or Group to which Community Leader is associated (if appropriate):			

Thank you for participating in the Canada 150 Community Leaders network. Our program staff will be in contact with the identified candidate(s) shortly to gather consent, share further details and outline next steps.

Please complete and return the form in one of the following ways:

- Scan and email to: canada150@fcm.ca
- Fax to: 613-241-7440
- Mail to: Canada 150 Community Leaders
c/o Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario K1N 5P3

For questions about the form and the program, contact canada150@fcm.ca.

December 1, 2016

Dear AMO Member:

RE: Federal Infrastructure Phase 2 Incrementality Resolution

As you know, the federal government announced additional infrastructure funding over the next 12 years in the Fall Economic Statement as part of its Phase 2 programming. It is consulting on design aspects for Phase 2 in order for it to be known before the funding programs begin in 2018.

AMO has endorsed a number of principles for the funding design – that it should maximize municipal flexibility; respect the breadth of municipal infrastructure assets and priorities; and provide stable, predictable, formula-based funding to municipal governments.

The role of incrementality and the funding formula (i.e., the share by each order of government) are important aspects. In communicating our principles to the federal government, we have noted the impacts of different formula approaches. The ideal position for municipal governments would be a 50% federal, 33% provincial, and a 17% municipal portion. This would mean a smaller share of municipal capital costs would recognize ongoing municipal operating costs which are generally not eligible for funding purposes. In reality, very few provinces agreed to fund 33% of Phase 1 programs, and some didn't put up new funds where they agreed to it. In Ontario, the provincial government did add new funding, in the amount of \$250 million (25%) for the recent Clean Water and Wastewater Fund (CWWF). This was in addition to its existing multi-billion long term infrastructure plan. No provincial funding was added for the federal public transit agreement.

Generally, incrementality has been a feature of prior federal programs. It requires that municipal and provincial governments spend new additional funds for each infrastructure project in order to meet the eligibility rules. This requirement may have had some merit before municipal governments had comprehensive asset management plans and related multi-year capital plans. Going forward, it will confuse the principles and practice of asset management not to mention municipal financial planning because it would influence municipal priorities. Where there are multi-year capital plans, based on asset replacement and maintenance priorities of an asset management plan, the federal funding should be aligned with these municipal plans. Phase 2 should align with municipal long-term planned spending, not the other way around.

We hope that you agree. If so, please adopt the attached resolution and add your voice to AMO's. AMO continues to believe that good asset management is the foundation of appropriate municipal infrastructure and financial management. Funding approaches must support it to further advance the culture of municipal asset management in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Dollin", written in a cursive style.

Lynn Dollin
AMO President

Additional sidewalk on Durham St E, West of Foster St in Mount Forest

To whom it may concern,

I'm writing this letter today because I'm concerned about safety at Victoria Cross Public School in Mount Forest.

Some of the children that attend this school walk through the parking lot to get to school as there are no sidewalks that lead to the school on that side of the road.

One day I was walking my child to school when a car backed up and almost hit us. I've heard other parents talking about their children almost getting hit there also. Sadly, my child isn't going to be the last we see or hear about until there is a sidewalk they can safely walk on.

I've talked to the school and they agree that something needs to be done. Therefore, I'm asking for an additional sidewalk on Durham St. E, West of Foster St, in Mount Forest.

I hope you take this to heart and help keep our kids safe.

Respectfully,
Kimberly Cummings on behalf of the Victoria Cross Public School community.

Additional Side walk on Durham st E West of Foster st in Mount Forest

Michelle Armstrong
~~B. Armstrong~~
~~K. Gammill~~
~~L. [unclear]~~

Robert [unclear]
Chris Wall
Crystal Aplant
Doreen McKelvey

Shirley
Nancy Middle
Lisa [unclear]
Lep Wheeler

Uly Hog
Ethel [unclear]
Pat & Roy Ratcliff
Katharine Byrbaer
Vanessa Beauregard
Jamie Kelly
April McConnel

REEVES CONSTRUCTION LIMITED

086

372 MAIN STREET NORTH
MOUNT FOREST, ONTARIO
N0G 2L0

November 30, 2016

To: Mayor Andy Lennox and Wellington North Council

Re: Naming of New Streets

Mayor Andy Lennox,

I am writing to you on behalf of our company Reeves Construction Ltd. We have always been strong supporters of the community and have been doing business and providing jobs in Mount Forest and the surrounding area for over seventy years. Over the last few years, the company became involved in developing two subdivisions known as the Reeves Sub-division and the Ruffalo Sub-division. In these previous developments, the Township approved naming the new streets in our sub-divisions after our family members. The most recent being Ruby's Cres named after our Mother.

With the passing of Ron Reeves and with Doug Reeves nearing retirement, we are now working towards what will likely be our company's last development known as the Lucas property. This property was purchased to allow for an expansion of the original Reeves Sub-division. The road design for the original Reeves Sub-division's was done so that the existing "Sarah Road" could be extended into the Lucas property and be a common street for both developments.

Up until Ronnie's passing, Ron and Doug Reeves were the driving force behind Reeves Construction's success for many years. With the Lucas property being an expansion of our original sub-division, we would like to continue with the practice of naming the two new streets in the proposed development after our family members. In this case that would be, Ron and Doug Reeves.

I spoke with your Chief Building Official, Mr. Darren Jones and I am aware that in September 2016, Wellington North Council passed a "Road Naming Policy" for new streets.

Please accept this letter as our application in accordance to your Policy. I believe that the Policy's Road Naming Item (ii) which states "the names of prominent current and/or former residents who contributed through community involvement/ athletic/ business acumen" would be met in all aspects.

Based on the information provided in this letter, we respectfully ask for Council's approval to name the new streets in the Lucas development after Ron and Doug Reeves.

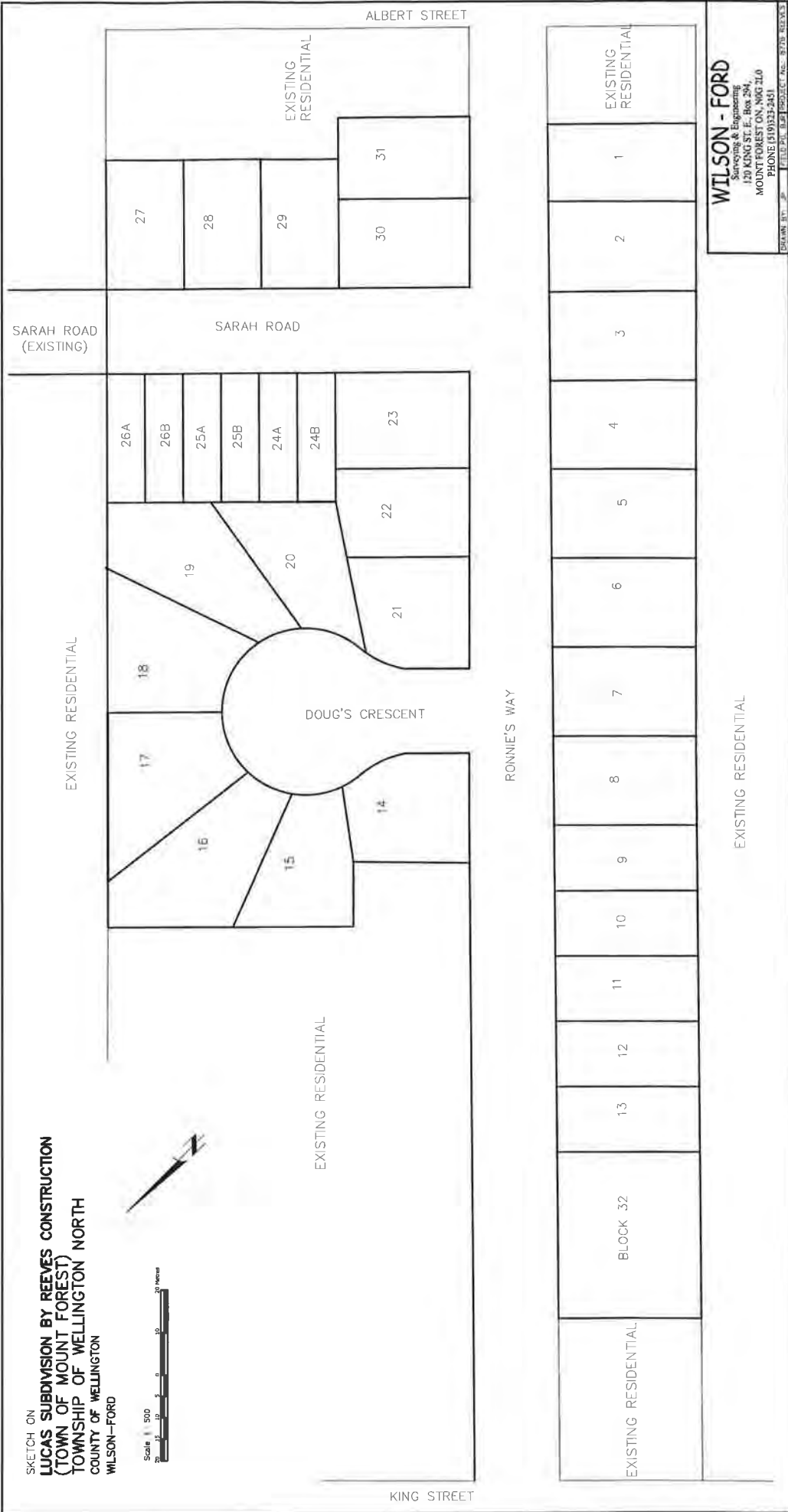
We appreciate your consideration in this matter and would provide any additional information that Council or staff may require.

Sincerely

A handwritten signature in blue ink, appearing to read "Robert Reeves", with a long, sweeping underline that extends to the left and then curves back under the name.

Robert Reeves

SKETCH ON
LUCAS SUBDIVISION BY REEVES CONSTRUCTION
(TOWN OF MOUNT FOREST)
TOWNSHIP OF WELLINGTON NORTH
COUNTY OF WELLINGTON
WILSON-FORD



WILSON - FORD
 Surveyors & Engineers
 120 KING ST. E. Box 294,
 MOUNT FOREST ON, N4G 2L0
 PHONE (519) 333-2451

DRAWN BY: [unclear] FILE NO. B.P. PROJECT NO. B.P. REVISED



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

December 13, 2016

Greetings and Happy New Year!

The Saugeen Valley Conservation Authority cordially invites you, or your alternate, to attend its Annual Meeting on Friday, January 13, 2017, at 1:00pm. The meeting will be held at SVCA's Administration Office, located at 1078 Bruce Road 12, Formosa.

The meeting will include various agenda topics including the Election of Officers.

Please RSVP to Janice Hagan, via email at j.hagan@svca.on.ca, or phone at 519-367-3040 Ext 221 no later than Friday January 6, 2017.

We hope you will be able to join us on the 13th.

Yours sincerely,

Wayne Brohman
General Manager/Secretary-Treasurer

WB/jh



Watershed Member Municipalities

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

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

BY-LAW NUMBER 36-14

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF
WELLINGTON NORTH (Part of Park Lot 3, South of King Street
and Part of Park Lot 3, North of Albert Street, former Town of
Mount Forest, Reeves Construction Ltd. – Lucas Subdivision)**

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

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

1. That Schedule "A" Map 3 – Mount Forest - to By-law 66-01 is amended by changing the zoning on lands described as Part Park Lot 3, South of King St and Part of Park Lot 3, North of Albert Street, former Town of Mount Forest, as illustrated on Schedule "A" attached to and forming part of this By-law from **Residential (R1B) and Residential (R2) to Residential Exception (R2-49)**.
2. That except as amended by this By-law, the subject lands, as shown on Schedule 'A' to this By-law, shall be subject to all other applicable regulations of By-law Number 66-01, as amended.
3. This By-law shall come into effect on the final passing thereof by the Council of Corporation of the Township of Wellington North, subject to compliance with the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

READ A FIRST, SECOND TIME THIS 12TH DAY OF MAY, 2014.

RAYMOND TOUT, MAYOR

**MICHAEL GIVENS, CHIEF
ADMINISTRATION OFFICER/CLERK**

By-law No. 36-14
Page 3 of 4

4. That the amendment passed the First and Second time on May 12, 2014 be further amended as follows:
5. That Schedule "A" Map 3 – Mount Forest - to By-law 66-01 is amended by changing the zoning on lands described as Part Park Lot 3, South of King St and Part of Park Lot 3, North of Albert Street, former Town of Mount Forest, as illustrated on Schedule "A" attached to and forming part of this By-law from **Residential (R1B) and Residential (R2) to Residential Exception (R2-49)**.
6. THAT a new Section 32.49 is added to Exception Zone 2 – Mount Forest, as follows:

"32.49 R2-49 Notwithstanding Section 12.2.1.5 of the by-law, the Minimum Exterior Side Yard for corner lots within the R2-49 zone shall be 6.09 m. (20 ft.) All other requirements of the R2 zone shall be complied with.

**READ A THIRD TIME AND FINALLY PASSED
THIS 19TH DAY OF DECEMBER, 2016.**

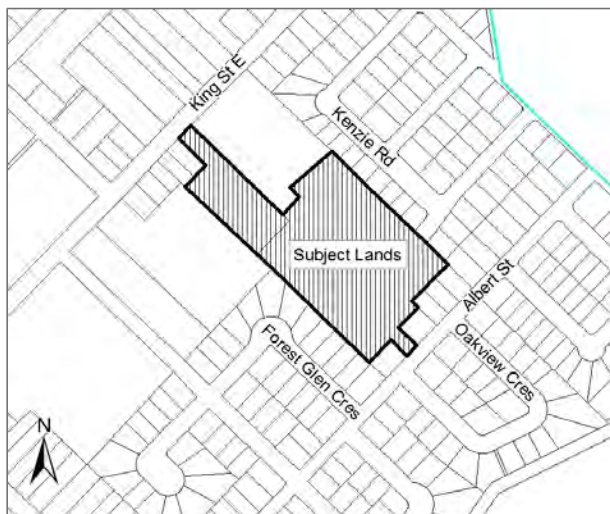
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 36-14

Schedule "A"



Rezoned from Residential (R1B) and Residential (R2) to Residential Exception (R2)

**This is Schedule "A" to By-law No. 36-14
Read a First and Second time this 12th day of
May, 2014**

**RAYMOND TOUT
MAYOR**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER/CLERK**

**This is Schedule "A" to By-law No. 36-14
Read a Third time and finally passed this 19th
day of December, 2016**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

EXPLANATORY NOTE**BY-LAW NUMBER 36-14****Location of the Subject Land**

The property subject to the proposed amendment is described as Part Park Lot 3, South of King St and Part of Park Lot 3, North of Albert Street, Town of Mount Forest. The property is 2.46 hectares (6.1 acres) in size.

The Purpose and Effect of the Application is to rezone the subject property from Residential (R1B) and Residential (R2) to Residential Exception (R2-49) to accommodate the construction of a proposed subdivision. The exception is to Section 12.2.1.5 of the by-law, and allows for a minimum exterior side yard of 20 ft. instead of 24.9 ft. for corner lots. This will only affect the 4 corner lots in the Lucas subdivision.

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

BY-LAW NUMBER 082-16

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP
OF WELLINGTON NORTH TO PROVIDE FOR DRAINAGE WORKS
IN THE TOWNSHIP OF WELLINGTON NORTH FOR DRAIN 65**

WHEREAS the Council of the Township of Wellington North has procured a report under sections 4 and 8 of the *Drainage Act* for the improved drainage for parts of Lot 2, Concession 6 and part of Lots 2 and 3, Concession 7, formerly West Luther, now the Township of Wellington North.

AND WHEREAS the report dated September 30, 2016 and Addendum #1 dated October 17, 2016, has been authored by K. Smart Associates Limited and the attached report forms part of this by-law;

AND WHEREAS the estimated total cost of constructing the drainage works, including engineering costs, is \$146,580.00;

AND WHEREAS \$27,525.00 is being assessed to the Township of Wellington North (former West Luther) for assessment on roads in the municipality;

AND WHEREAS \$119,055.00 is being assessed to the landowners within the Township of Wellington North;

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

THAT the report dated September 30, 2016 and Addendum #1 dated October 17, 2016, authored by K. Smart Associates Limited is hereby adopted and the drainage works therein is hereby authorized and shall be completed as set out in the report;

AND FURTHER THAT this By-law shall take effect and become in full force and effect upon the day of third reading and passage thereof.

READ A FIRST TIME THIS 7TH DAY OF NOVEMBER, 2016

READ A SECOND TIME THIS 7TH DAY OF NOVEMBER, 2016.

STEVE MCCABE, ACTING MAYOR

KARREN WALLACE, CLERK

READ A THIRD TIME AND FINALLY PASSED THIS DAY OF 201

, ACTING MAYOR

KARREN WALLACE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 093-16

BEING A BY-LAW TO ENACT RULES AND REGULATIONS FOR THE MAINTENANCE, OPERATION AND USE OF THE WATER WORKS DISTRIBUTION SYSTEMS AND TO PROVIDE A FRAMEWORK FOR CHARGES TO BE ESTABLISHED WITH RESPECT TO THE MAINTENANCE AND INSPECTION OF PORTIONS THEREOF AND CHARGES WITH RESPECT TO WATER CONSUMPTION

WHEREAS The Corporation of the Township of Wellington North has constructed and now operates and maintains a water works distribution system, in the former Town of Mount Forest and in the former Village of Arthur.

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

Definitions

"Act" means the Municipal Act, 2001, S.O. 2001, c. 25 as amended;

"Council" means the Council of The Corporation of the Township of Wellington North;

"cross connection" means any temporary or permanent water connection that may allow backflow of contaminants, pollutants, infectious agents, or other material or substance that has the potential to change the water quality in the water works distribution system;

"C.S.A." means the Canadian Standards Association;

"Director" means the Director of Public Works for the Township or his or her duly authorized representative and as the context requires, all persons authorized to act at the Director's direction, and further as the context requires, a person duly licensed by the appropriate government or other agency to do the matter or thing;

"double service water pipes" means the water service pipes that service two or more premises;

"premises" means any house, building, lot or part of a lot, or both in, through, or past which water service pipes run;

"remote meter reading system" means the device installed at a separate location from the water meter and used to record the consumption reading of the meter;

"residence" means a private home or residential dwelling unit and includes a single family detached dwelling, a semi-detached single family dwelling, a row housing single family dwelling, a condominium unit, an apartment unit, and other living unit receiving or to receive water from the water works distribution system;

"road allowance" means land that is a highway as described in Section 26 of the Act or established as a highway under the Act or land of the Province of Ontario that is a public highway;

"street line" means the boundary of a property adjoining a road allowance;

"Township" means The Corporation of the Township of Wellington North;

"user" means, as the context requires, the applicant for water supply, the owner or occupant of or the person to whom invoices are sent for water supplied to a premises;

"water" means potable water that is fit for human consumption;

"water meter" means the water meter and backflow preventer valve supplied, at the cost of the user, or at the cost of the Township as provided for herein, and owned by the Township;

"water service connection" means that part of a water service pipe from the municipal water main to the street line, including the shut off valve, which supplies water to any premises in the Township;

"water service pipe" means the water pipes which conduct water from Township water mains to water meters, or to the building being serviced where a water meter has not been installed;

"water works distribution system" means the water mains and appurtenances, the works and the equipment under the jurisdiction of the Township for the supply or distribution of water or any part of such system;

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7. Maintenance of Water Service Pipes

8. Maintenance of Water Meters

9. Operation of Water Works Distribution System

10. Cross Connections and Backflow Prevention

11. Water Rates and Charges

12. Restrictions Upon The Outdoor Use of Water

13. Special Provisions re Use of Services, Charges or Costs, New Services and Policies

14. Connections to Existing and New Sanitary Sewers

15. Penalties, Offences and Enforcement

15. Repeal

SCHEDULE 1 IMPOSITION OF CONTROLS UPON THE OUTDOOR USE OF WATER 18

Administration

- 1.1 The administration of the water works distribution system shall be under the jurisdiction of the Director.
- 1.2 The administration of water works accounting, servicing and meter reading shall be under the jurisdiction of the Director or such other agent or official or employee of the Township as Council may from time to time determine by resolution.
- 1.3 The administration of inspections of water service piping and appurtenances, cross connection control and backflow prevention devices on private property shall be under the jurisdiction of the Director, provided that all such inspections shall be conducted by a person duly licensed to do so by the appropriate government or other agency.

1. Application for Water Service Connection

- 2.1 Before water is supplied to any premises the user shall make application to the Public Works Department of the Township.
- 2.2 The user shall be liable to pay for the water supplied as indicated by the water meter at the rates established by the Council of the Township from time to time, or where a water meter is not yet required as provided in subsection 4.3 (b) below at the rates so established by the Council.
- 2.3 The user shall pay to the Township the charge for the water service connection, and the installation of the water service connection shall be carried out at the expense of the user and in a manner and with the materials as approved by the Director.
- 2.4 Where the user discontinues the use of a water service connection for water supply to a premises the user shall pay to the Township the charge for disconnecting such service connection from the water works distribution system. The applicant for the permit to demolish the premises shall be required to apply and pay the charge for disconnecting such service connection prior to the issuance of any permit.
- 2.5 (a) Where an existing building is substantially demolished, the existing water service connection shall be disconnected at the water main at the expense of the user. The applicant for the permit to construct the replacement building shall be required to apply and pay for the installation of a new water service pipe on public property between the water main and the private property line. If in the opinion of the Director a replacement building will be completed forthwith after the demolition, the water supply

may be shut off at the shut off valve as opposed to disconnection at the watermain, and the water service pipe on public property may be used for water supply to the replacement building.

- 2.5 (b) For the purposes of this subsection, an existing building is substantially demolished when more than 50% of the exterior walls of the first storey above grade are removed whether or not they are subsequently replaced.

3. Installation of Water Service Pipes

- 3.1 Water service pipes on private property shall be installed in a manner and with materials as approved by the Township. The installation on private property shall be in accordance with Part 7 of the Building Code as may be amended from time to time, and also constructed of a material which complies with the Building Code.
- 3.2 Double service water pipes will not be permitted in any circumstances.
- 3.3 The minimum size water service connection shall be 20mm in diameter or as determined from time to time by the Township's Municipal Servicing Standards.
- 3.4 Water service pipes located on private property shall be constructed of a material which complies with the Building Code as may be amended from time to time.
- 3.5 All water service pipes shall be protected from frost with minimum earth cover of 2 metres.
- 3.6 When a water meter is required under or pursuant to this by-law, no person shall make, cause or permit to be made any connection to any water service pipes so as to use water that has not passed through a water meter without written approval of the Director. The user of the service for which such connection has been made shall be liable to pay all back charges for the unmetered water as well as any other penalties resulting therefrom.

4. Installation of Water Meters

- 4.1 Except as provided herein, water meters shall be supplied by the Township at the cost of the user and at rates established by the Council of the Township from time to time by resolution made pursuant to this by-law and this Section. The ownership of all water meters shall remain with the Township whether supplied and installed at the expense of the Township or not.

- 4.2 Water meters shall be obtained and installed in accordance with the Township's standards and specifications and in a manner and with materials as approved by the Director and in compliance with the Building Code as may be amended from time to time.
- 4.3 (a) Except for water used for the sole purpose of fire protection, and as provided for in this Section, any water supplied by the Township shall be metered and the water shall be invoiced by the Township at a rate established by the Council of the Township from time to time.
- (b) Notwithstanding the requirement in this Section for the installation of a water meter for the supply of water it shall not be mandatory for residences to have a water meter installed in order to be supplied with water until the Council of the Township passes a resolution pursuant to this by-law and this Section declaring that any water supplied to residences shall be metered. Until the passing of such resolution or until a water meter is installed the water supplied to residences shall be invoiced by the Township at a rate established by the Council of the Township from time to time.
- (c) Notwithstanding the requirement that water meters be installed at the cost of the user, water meters for residences may be installed at the cost of the Township if the Council of the Township so provides in the resolution provided for in subsection 4.3 (b).
- (d) Notwithstanding the requirement that a water meter include a backflow prevention valve, water meters for residences may be installed without backflow preventer valves if the Council of the Township so provides in the resolution provided for in subsection 4.3 (b).
- 4.4 No water meter shall be installed that is smaller or larger than the water service to which it is affixed without the consent of the Director.
- 4.5 Where in the opinion of the Director, a water meter cannot be conveniently placed inside a premises, the meter shall be installed in a meter chamber constructed by the user, to Township standards and specifications, on the property of the user, at a location approved by the Director at the cost of the user.
- 4.6 No person shall use, cause or permit water supplied to be used otherwise than in connection with the premises for which it is supplied nor shall the water supplied be sold or otherwise similarly disposed of.

- 4.7 Any person using water or causing or permitting water to be used without a water meter when such water is required to be metered pursuant to Section 4.3, shall be liable to pay for water so used based on the average consumption as shown by subsequent meter readings, or if no such readings are available, on the basis of the normal consumption for similar premises.
- 4.8 The Township will not supply, install, inspect or read private water meters, nor will the Township bill consumption of private water meters. Water supply pipes to private water meters shall be connected to the user's plumbing on the downstream side of the Township's water meter.
- 4.9 The location of a water meter once installed to the satisfaction of the Township shall not be changed by any person without the consent of the Director.
- 4.10 Where a user does not have a water meter as required by or pursuant to this by-law the Township may at its discretion discontinue the water supply to the premises after the expiration of five (5) days from written notice from the Director to the user of the default and the intention to discontinue the supply.

5. Inspection of Water Service Pipes

- 5.1 All water service pipes and appurtenances installed by the user shall comply with the Ontario Building Code, as may be amended from time to time, and must be inspected by the Township before any installations are covered with backfill. The user shall obtain the approval of the Director for any new water service pipe installation or alteration of existing water service pipes.
- 5.2 The Director shall, at all times, be entitled to enter any premises or private property for the purposes of inspecting, testing and examining pipes, connections and fixtures which are used in conjunction with the water service connection.

6. Inspection of Water Meters

- 6.1 The Director shall be allowed access to the premises or private property and be provided free and clear access to the water meter where water is being supplied, at all reasonable times, for the purpose of reading, inspecting, testing, making repairs, taking away, or replacing any water meter, at the discretion of the Director.
- 6.2 Where a user does not provide access to premises or free and clear access

to a water meter within five (5) days after receipt of written notice by the Director, the Township may at its discretion, discontinue the water supply to the premises until such time as free and clear access to the water meter is provided.

7. Maintenance of Water Service Pipes

- 7.1 The user shall keep water service pipes on the user's side of the water service connection in good repair and working order. In default thereof, the Township may discontinue the water supply.
- 7.2 The user shall properly protect all water service pipes on the user's side of the water service connection to a premises including the water meter from frost and shall be responsible for any damage. The user shall also be responsible for any water loss occasioned by a leak in the water service pipe on the user's side of the water service connection the charge for such water shall be determined by the Public Works Department. The cost thereof, shall be paid by the user upon demand by the Township, and the Township will not be responsible for any damages resulting from such leakage.
- 7.3 Where any premises are left vacant or without heat, it is the user's responsibility to shut off the water supply from within the premises and to drain the piping therein. The user may apply to the Township to have the shut off valve turned off to stop the water supply. The shut off valve will be turned on only at the user's request and in the user's presence.
- 7.4 Where the water supply has not been shut off and premises which have been left vacant or without heat suffer damage to it or its contents from a leaking or burst water pipe, the user shall have no claim against the Township. Should the Township become aware of such leaking or burst pipes, the Director shall turn off the shut off valve and the water supply shall not be turned on until the Director in his or her discretion considers it advisable.
- 7.5 All service boxes, valve boxes and valve chambers shall be left clear and accessible at all times.
- 7.6 The Township shall maintain the water service connections at the Township's expense.
- 7.7 Where the user has requested an inspection by means of an excavation of an existing water service, the user shall deposit a sum of money with the Township, the amount of which shall be established by the Council of the Township from time to time. If upon inspection a structural problem is found

with the water service connection, the deposit will be refunded.

- 7.8 The user shall be responsible for thawing frozen water service pipes. Where the Township, at the request of the user, assists in thawing out frozen water service pipes at the premises of the user, the assistance shall be provided solely at the user's risk and the user shall have no claim whatsoever against the Township by reason of such assistance and shall compensate the Township for any such expense it may incur in providing such assistance. If the said expense has not been paid by the user within thirty (30) days of billing by the Township the Township may transfer the said expense, or the amount remaining unpaid, to the collector's roll and collect the amount in the same manner as taxes and subject to the same interest and penalties as taxes.

8. Maintenance of Water Meters

- 8.1 The user shall be liable to pay for any repairs to or replacement of any water meter damaged or removed from the premises by the user or persons who are under the control of or are invitees of the user.
- 8.2 The user shall pay such amounts monthly, in addition to the water consumption charge, as a flat charge for the maintenance, repair and replacement of the water meter, as established by the Council of the Township from time to time, provided that the flat charge shall not cover or be applied to repairs or replacements referred to in Section 8.1.
- 8.3 All repairs to or replacement of any water meter and the maintenance of all valving associated with the water meter shall be done by or through the Township.
- 8.4 No person shall without authorization of the Director be permitted to open, or tamper with any water meter, or with the seals placed on any water meter, or do any manner of thing which interferes with the proper measurement of the quantity of water passing through such water meter.
- 8.5 If a water meter fails to register properly, the user shall be liable to pay the average consumption rate for a similar period as shown by the water meter when it was in good working order. Where the water meter is equipped with a remote meter reading system and a discrepancy occurs between the reading at the register of the water meter itself and the reading on the read-out device, the Township will deem the reading at the water meter to be correct, and will adjust and correct the user's account accordingly.
- 8.6 If, in the opinion of the Director the condition of the water service pipe or valves on such piping is such that the water meter cannot be safely

removed for the purpose of testing, replacing, repairing or testing in place, the Director may order the user to make such repairs as may be necessary to facilitate the removal or testing of the water meter. If upon notice, the user does not comply with the order, then the water supply to the property may be turned off at the water shut off valve during removal, replacement, repair and testing of the water meter and the Township shall not be responsible for any damages to the user's property arising from such work or discontinuance of the water supply.

8.7 The Township will ensure that in the calibration of any water meter, there is a maximum tolerance of 5%. Where the user disputes the calibration of any water meter, the user may request the Township to have it tested upon payment of the sum of One Hundred Dollars (\$100.00) to the Township and:

8.7.1 in the event that that the test reveals that the tolerance exceeds 5% then the Township shall refund the \$100.00 payment and replace the water meter provided that Section 8.1 above (flat charge) shall apply to the replacement cost;

8.7.2 in the event that the test reveals that the tolerance does not exceed 5% then the \$100.00 payment shall be retained by the Township.

8.8 Any leaks which may develop at the water meter or its coupling shall be reported immediately to the Township. The Township shall not be held responsible for any damage resulting from such leaks.

9. Operation of Water Works Distribution System

9.1 No person except the Director shall open or close or cause or permit to be opened or closed any valve in the water works system, or remove, tamper with or in any way interfere or cause or permit to be removed, tampered or interfered with any valve, water meter, hydrant, structure, water main, water service pipe or water service valve in the water works distribution system.

9.2 No person shall in any way conceal, interfere with, construct or maintain anything or cause or permit to be concealed or interfered with or constructed or maintained anything which has the effect of concealing or interfering with access to a fire hydrant.

9.3 Fire hydrants shall be completely clear of all vegetation or obstructions within 1 metre from the outside edge of the hydrant.

9.4 No person except the Chief of a Fire Department of the Township or the Director shall open or close or cause or permit to be opened or closed a fire

hydrant or use or cause or permit the use of water from a fire hydrant from the water works distribution system.

- 9.5 No person shall draw water or cause or permit water to be drawn from a private fire protection system, except for fire protection purposes, or for fire protection related activities.
- 9.6 The Township may upon reasonable notice discontinue the water supply from the water works distribution system at any time for cleaning, repairing, replacing or connecting of mains and service pipes.
- 9.7 The Director may, without notice, temporarily discontinue the water supply to any premises where, in his or her opinion, the continuation of the water supply might be dangerous or cause damage to persons or property.
- 9.8 The Township will not be responsible in case of damage to boilers, fittings or other property or injury to persons by reason of any shutdown of the water supply, even in cases where no notice is given by the Director.

10. Cross Connections and Backflow Prevention

- 10.1 No person shall connect, cause to be connected, or permit any piping, fixture, fitting, container or appliance, to remain connected to the water works distribution system in a manner which under any circumstances, may allow non-potable water, waste water, or any other liquid, chemical or substance to enter the water works distribution system.
- 10.2 Where any liquid, chemical or substance has entered the water works distribution system, the Director may immediately carry out an inspection and may issue such order or orders to the user as may be required to obtain compliance with Section 10.1.
- 10.3 If the user to whom the Director has issued an order fails to comply with the order issued under Section 10.2, the Director at his or her discretion, may discontinue the water supply without prior notice.
- 10.4 Notwithstanding Sections 10.1; 10.2 and 10.3, where in the opinion of the Director, a risk of possible contamination of the water works distribution system exists, a user shall, on notice from the Director, install on the water service at the source of potential contamination a cross connection control device, approved by the Township, in addition to any cross connection control devices installed in the user's water system.
- 10.5 All cross connection control or backflow prevention devices shall be selected, installed and maintained in accordance with C.S.A. standards or

other applicable standards. These devices shall be obtained through the Township or approved by the Township.

- 10.6 All cross connection control devices shall, at the expense of the user, be inspected and tested, by persons qualified to carry out such tests, to demonstrate that the device is in good working condition upon installation, and thereafter annually, or more often if required by the Township. The user shall submit a report on a form approved by the Township on any or all tests performed on the cross connection control device within five (5) days of a test. A record shall also be displayed on or adjacent to the cross connection control device, on which record the tester shall record the address of the premises, the location, type, manufacturer, serial number and size of the device, the test date, the tester's initials, the tester's name or the name of his or her employer and the tester's licence number.
- 10.7 When the results of a test referred to in Section 10.6 indicate that a cross connection control device is not in good working condition, the user shall make repairs or replace the device within forty-eight (48) hours.
- 10.8 If a user fails to have a cross connection control device tested, the Director may notify the user that the cross connection control device must be tested within forty-eight (48) hours of the user receiving the notice.
- 10.9 If a user fails to have a cross connection control device tested when required by the Director, the Director may discontinue the water supply until the cross control connection device has been tested and approved as required by Section 10.6.
- 10.10 The Director, at his or her discretion, may also require the user to zone or area protect as required by C.S.A. standards or any applicable standards within the water distribution system.
- 10.11 The Director shall be allowed access, upon reasonable notice, to any premises that are connected to the water works distribution system for the purpose of performing an inspection to locate possible cross connections.
- 10.12 Where the user does not provide access referred to in Section 10.11, the Director may issue a written notice to the user requiring that access be provided within two (2) days. If access is not provided within this period, the Director may, at his or her discretion, discontinue the water supply to the premises until such time as the access is provided.

11. Water Rates and Charges

- 11.1 The water consumed on all premises in the Township shall be charged for as indicated by the water meter on each respective property and at rates established by the Council of the Township from time to time, or where a water meter is not yet required as provided for in Section 3.3 at the rates so established by Council.
- 11.2 Water bills may be rendered monthly, bi-monthly or on any other basis as established by the Council of the Township from time to time.
- 11.3 The water supply to a premises may be discontinued if the account for water supply use is sixty (60) days overdue from the date of the earliest outstanding account. The cost of stopping and starting the water supply shall be added to the account and the account shall be paid in full before the water supply is reinstated.
- 11.4 If the user moves from one property to another within the Township of Wellington North and there is an account owing for water supply the water accounts may be transferred by the Township to the user's new premises.
- 11.5 Where an account for metered or other water rates or expenses incurred in the repair of water services, meters, fixtures and all other appurtenances connected with the water service, or for damage to same or for any other charges, fee or cost imposed under this by-law is in arrears, the Township may transfer the amount remaining unpaid for that property to the collector's roll and collect the amount in the same manner as taxes and subject to the same interest and penalties as for taxes.
- 11.6 Water service connections shall be installed entirely at the expense of the user provided that the Council of the Township may establish flat rate charges for water service connections from time to time.
- 11.7 A flat rate charge for the disconnection of water service connections, as established by the Council of the Township from time to time, shall be paid by the user.
- 11.8 When it is determined that a user is using Township water or sewer services without paying for them they shall be required to pay the Township of Wellington North an amount equal to the current connection fees if such were not previously paid and pay back charges for a period of up to five (5) years or proof of date of connection(s) were made whichever is the lesser time. The rate charged for these services will be at the same rate charged to other similar customers during that period of time.

- 11.9 When it is determined that a user has been under or over charged for water services, the appropriate fee adjustments shall be made retroactive for up to a maximum of one (1) year from the date the error is discovered.

12. Restrictions Upon The Outdoor Use of Water

Schedule 1 attached hereto contains the provisions of Section 12 and forms part of this By-law.

13. Special Provisions re Use of Services, Charges or Costs, New Services and Policies

- 13.1 Storm Water, Drainage and Sump Pumps.
No person shall cause or allow by any means storm water or other drainage from land (including buildings) owned or controlled by that person to be directed to or flow into the Township's sanitary sewage systems.
- 13.2 Confirmation of Policies.
The following policies of the Township with respect to municipal services are confirmed:
- (i) It is the Township's policy that the extension of municipal services for new development or existing unserved development will only be undertaken if both the sanitary sewer main and watermain are extended together. The Township will not consider the extension of sanitary sewers or watermain individually.
 - (ii) Council will, by resolution, set aside uncommitted reserve capacity for sewage treatment and water supply to accommodate existing homes and businesses serviced by the extension of municipal services to new development or existing unserved development.
 - (iii) Municipal services will be prioritized and extended to existing unserved development based on available funds, health risks, environmental impacts and proposed developments.
 - (iv) All payments required by the Township for connections to services shall be paid for or provided for in a manner satisfactory to the Township prior to the time when the connection or connections are made.

14. CONNECTIONS TO EXISTING AND NEW SANITARY SEWERS

14.1 No connection to any Township sanitary sewer system may be made without the permission of the Public Works Department or the Building Department of the Township.

14.1 Upon completion of a connection to any Township sanitary sewer system, no sewage or liquid may be discharged into the system from the building serviced by the connection until a closed circuit television (CCTV) inspection of the pipe from the building to the Township's sewer main has been completed, in form and content and with functionality results satisfactory to and approved by the Township's Public Works Department or the Township's Building Department.

15. FAILURE TO COMPLY AND COST RECOVERY

15.1 Where a person defaults in complying with a direction, requirement or order under this By-law to do a matter or thing, an officer or agent on behalf of the Municipality may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or order at the person's expense.

15.2 In accordance with section 446 of the *Municipal Act, 2001* the Municipality may recover the costs, from the person directed, required or ordered to do a matter or thing under this By-law, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such costs to the tax roll and collecting them in the same manner as property taxes, and such costs shall include interest at an annual rate of 15 per cent.

15.3 For the purpose of subsection 21.2, interest shall be calculated for the period commencing the day the Municipality incurs the costs and ending on the day the costs including the interest are paid in full.

15.4 The amount the Municipality's costs incurred plus interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

16. PENALTIES, OFFENCES AND ENFORCEMENT

16.1 Subject to subsection 15.2, any person who contravenes a provision of this By-law, and an officer or director of a corporation in the event of a contravention by a corporation, is guilty of an offence and upon conviction is liable to a fine or penalty as follows:

(a) for a first offence, a minimum of \$100.00 and a maximum of \$5,000.00;

(b) for a second offence, a maximum of \$15,000.00; and

(c) for a third or subsequent offence, a maximum of \$30,000.00.

16.2 Any person who contravenes any order made under this By-law, or an officer or director of a corporation in the event of a contravention by the corporation, is guilty of a continuing offence and upon conviction is liable to a daily fine or penalty of a maximum of \$2,500.00 for each day or part of a day that the offence continues, and despite subsection 10 the total of all the daily fines imposed for an offence is not limited by the maximums listed in subsection 15.1.

16.3 If this by-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order,

(a) prohibiting the continuation or repetition of the offence by the person convicted; and

(b) requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

16.4 Pursuant to section 441 of the *Municipal Act, 2001* if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, including any extension of time for payment ordered under that section, the Township may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty one (21) days after the date of the notice.

16.5 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of section 351 of the *Municipal Act, 2001*.

16.6 In accordance with section 441.1 of the *Municipal Act, 2001* any part of a fine owing pursuant to this by-law or a related provincial offence may be added to the tax roll for any property in the Township of Wellington North for which all of the Owners are responsible for paying the fine, and collect such fine in the same manner as municipal taxes.

17. REPEAL

17.1 By-laws 55-09, 18-10 and 91-123 are repealed in their entirety.

17.2 Notwithstanding subsection 17.1, the provisions of the By-law 55-09, 18-10 and 91-123 will be deemed to continue in force and effect with respect to any and all orders, appeals or prosecutions issued, filed or commenced under that by-law, and any assessment, rate, charge, tax, fee, liability or penalty outstanding under that by-law may be collected as if that by-law had not been repealed.

READ A FIRST, SECOND TIME THIS 5TH DAY OF DECEMBER, 2016

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

READ A THIRD AND FINAL TIME THIS 19TH DAY OF DECEMBER, 2016

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE 1 IMPOSITION OF CONTROLS UPON THE OUTDOOR USE OF WATER

Definitions

“hand-watering device” means a container that is not connected to a watering device, is used to apply water and is operated by muscular power only;

“Director” means the Township’s Director of Public Works or his or her designate;

“owner” means the occupant or the owner of the premises or their agent;

“person” includes, but is not limited to, an individual, sole proprietorship, partnership, association or corporation;

“Township” means The Corporation of the Township of Wellington North;

“water” except as otherwise defined in this Schedule 1, means water produced, treated or stored by the Township and obtained through a metered or non-metered water distribution system;

“watering device” includes, but is not limited to, a hose bib, hose, pipe, sprinkler, in-ground or above-ground irrigation system or drip irrigation system used to apply water, but does not include a hand-watering device.

12.1 Restrictions on Water Use.

12.1.1 The Stage 1 restrictions set out in this Schedule shall be in effect in the geographic areas of the former Village of Arthur and Town of Mount Forest at all times.

12.1.2 On any premises or on the road allowance immediately adjacent to and within the extension of property lines of premises, no owner shall permit any person to irrigate with a watering device and no person shall irrigate with a watering device any lawn, garden, tree, shrub, or other outdoor plant except on the applicable days provided below and except between the hours of 6:00 a.m. and 9:00 a.m. and between the hours of 7:00 p.m. and 10:00 p.m. on the applicable days:

- (a) For all premises with even street numbers on even numbered calendar days;
- (b) For all premises with odd street numbers on odd numbered calendar days.

12.1.3 The restrictions with respect to irrigating with a watering device in Section (2) do not apply to:

- (a) Newly planted sod or grass seed forming part of a lawn or newly planted lawn alternative while being installed and during the 24 hours following the

- completion of the installation;
- (b) Lawns treated with any pesticide, herbicide or fertilizer that require irrigation while being treated and during the 24 hours following the treatment.
- (c) The restrictions with respect to irrigating with a watering device in Section (2) do not apply to premises used for retail and wholesale nurseries or bowling greens if the permission of the Manager has first been sought and obtained with respect to the irrigating with a watering device outside of the allowed times and days.

12.2 Stage 2 Water Supply Emergency Restrictions.

12.2.1 The Stage 2 water supply restrictions set out in Sections 12.2.2, 12.2.3 and 12.2.4 of this Schedule shall be in effect and shall continue to be in effect for the former Village of Arthur and the former Town of Mount Forest or either of them when the service capacity of any water production well or any water storage tower is reduced or compromised as determined by the Director.

12.2.2 No owner shall do or permit the activities listed in Section 12.2.3 below except on the applicable days provided herein and except between the hours of 6:00 a.m. and 9:00 a.m. and between the hours of 7:00 p.m. and 10:00 p.m. on the applicable days, that is:

- (a) For all premises with even street numbers on even numbered calendar days;
- (b) For all premises with odd street numbers on odd numbered calendar days.

12.2.3 For purposes of Section 12.2 no owner shall carry out, engage in, or permit:

- (a) Cleaning with a watering device a vehicle parked on residential premises or on a road allowance immediately adjacent to and within the extension of the boundary lines of residential premises;
- (b) Cleaning with water the exterior of a building or attachments thereto, a driveway or a walkway;
- (c) Irrigating with water a driveway, walkway or roadway;
- (d) Operation of a decorative fountain unless all water used is continuously recycled;
- (e) Cleaning with water or filling with water any decorative fountain or any residential swimming pool, hot tub or garden pond;
- (f) Wasting water when using it outdoors.

12.2.4 No owner shall irrigate with water during a rainfall or permit any person to irrigate with water during a rainfall.

12.2.5 The Director shall give notice of his or her determination under Section 12.2 to the public by any one or more of the following means:

- (a) Publication of notice in a local newspaper or newspapers;
- (b) Radio or television;

- (c) Delivery of notice to affected premises,
- (d) Social media including the Township website,
- (e) Electronic methods including emails or
- (f) Any other means of giving notice that has a reasonable likelihood of coming to the attention of persons who are affected.

12.3 Stage 3 Water Supply Prohibitions.

12.3.1 The Stage 3 water supply prohibitions set out in Sections 12.3.2, 12.3.3, 12.3.4, 12.3.5 and 12.3.6 of this Section shall be in effect and shall continue to be in effect for the former Village of Arthur and the former Town of Mount Forest or either of them when the service capability of any water production well or any water storage tower has declined to the point where the continued supply of sufficient water for the basic needs of the public is in jeopardy as determined by the Director.

12.3.2 No owner shall permit any person to irrigate with water and no person shall irrigate with water any lawn, including newly planted sod or grass seed forming part of a lawn and newly planted lawn alternative, and lawns treated with any pesticide, herbicide or fertilizer.

12.3.3 No owner shall permit any person to irrigate with water and no person shall irrigate with water any garden, tree, shrub or other outdoor plant.

12.3.4 No person shall permit any person to clean with water and no person shall clean with water the exterior of a building or attachments thereto, a driveway or a walkway.

12.3.5 No owner shall permit any person to clean with water and no person shall clean with water a vehicle parked on residential premises or on the road allowance immediately adjacent to and within the extension of the boundary lines of residential premises.

12.3.6 No person shall permit and no person shall:

- (a) Operate a decorative fountain unless all water used is continuously recycled, or fill a decorative fountain;
- (b) Clean with water or fill with water any decorative fountain or any residential swimming pool, hot tub, or garden pond; and
- (c) Waste water when using it outdoors.

12.3.7 The Director shall give notice of his or her determination under Section 12.3 to the public by any one or more of the following means:

- (a) Publication of notice in a local newspaper or newspapers;
- (b) Radio or television;
- (c) Delivery of notice to affected premises,
- (d) Social media including the Township website,
- (e) Electronic methods including emails or

- (f) Any other means of giving notice that has a reasonable likelihood of coming to the attention of persons who are affected.

12.4 Administration and Enforcement

- 12.4.1 The Director is responsible for the administration of this Schedule 1.
- 12.4.2 This Schedule 1 may be enforced by a municipal law enforcement officer or a provincial offences officer.
- 12.4.3 In the event that water is being used on or from a premises contrary to the provisions of this Schedule 1, the Township may shut off the supply of water to the premises upon giving verbal or other notice to any reasonably available person occupying the premises, or without notice if no one is reasonably available to give notice to. When the owner agrees to comply with the provisions of this Schedule 1, the water supply to the premises shall be restored by the Township provided that the charge established by the Council of the Township from time to time for turning the supply of water back on is paid by the owner, and failing payment in whole or in part the Township may transfer the amount remaining unpaid to the Collector's Roll and collect the amount in the same manner as taxes and subject to the same interest and penalties as for taxes.
- 12.4.4 If any section or sections of this Schedule 1 or parts of it are found by any court to be illegal or beyond the power of council to enact, such section or sections or parts of it shall be deemed to be severable and all other sections or parts of this Schedule 1 shall be deemed to be separate and independent and shall continue in full force.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 094-16**

**A BY-LAW TO REQUIRE OWNERS OF BUILDINGS TO
CONNECT SUCH BUILDINGS
TO SEWAGE WORKS IN THE TOWNSHIP OF WELLINGTON NORTH**

WHEREAS IT IS DEEMED EXPEDIENT BY THE Township of Wellington North to pass a By-law requiring the owners of all buildings in the municipality within the designated urban boundaries of the former Village of Arthur and the former Town of Mount Forest as defined in the County of Wellington Official Plan, as amended from time to time, to connect such buildings to the public sanitary sewer system and sewage works;

AND WHEREAS such By-law may provide for exempting owners of buildings, or any such class or classes thereof as may be specified in the By-law in the municipality or in any defined area thereof from the application of the provisions of the By-law requiring the connection of such buildings or such class or classes thereof to the sewage works of the municipality upon payment by the owner to the municipality of such amounts or of amounts computed by such method as may be provided for in the By-law, and the amounts or method of computation provided may be different for owners of different classes of buildings, and the By-law may provide for the manner in which and the period for which the payments may be made:

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY ENACTS AS FOLLOWS:

Definitions

“building” means and includes any building, trailer, or other covering or structure used or intended for supporting or sheltering any use or occupancy with the land and premises appurtenant thereto which:

is located within 50 metres of a main sanitary sewer;

is located on a parcel of land abutting on a public highway, street or municipal easement in which a sewage works is located or a parcel of land not more than 0.30 metres from a public highway, street or municipal easement in which a sewage works is located;

is serviced by an on-site sewage/septic system that is deemed a significant drinking water threat as defined by the Source Protection Plan, as amended from time to time, for the Grand River Source Protection Area and the Saugeen Valley Source Protection Area, is located in a vulnerable well head protection area (WHPA) for a municipal drinking water well where the vulnerability score is 10 as defined in the Source Protection Plans, as amended from time to time, for the Grand River and Saugeen Valley Source Protection Areas and the Clean Water

Act as amended from time to time and is located within 100 metres of a main sanitary sewer, and

- (i) contains, or is required by any other By-law, regular or statute to contain, any sleeping, eating or food preparation facilities;
- (ii) contains or is required by any other By-law, regulation or statute to contain, any washing or toilet or cleaning facilities;
- (iii) is connected, or is required by any other By-law, regulation or statute to be connected, to a water supply, or waterworks;
- (iv) is connected to is required by any other By-law, regulation or statute to be connected, to a drain or sewage works, or
- (v) which is a source of sewage; other than a barn used for agricultural purposes and which contains no sleeping accommodation for persons;

“connect” means to install a connection;

“connection” means a connection to a sewage works system including the service pipe from the interior face of the outer wall of a building to:

the street line where a service line has been installed from the main sanitary sewer to the street line; or

the main sanitary sewer where a service line has not been so installed, and if the property on which the building is located is the source of different types of sewage which are required to be delivered separately to the sewage works, connection includes separate connections for the different types of sewage;

“cost” includes the cost of restoring any property disturbed or damaged in the course of making a connection and the cost of design, if any, materials, labour and supervision of the connection incurred after the date of sending a Notice and includes the amount of expense charges by the Municipality to the owner when the Municipality makes a connection at the expense of the owner;

“Council” means the Council of The Corporation of the Township of Wellington North;

“main combined sewer” means a main sewer for the collection of both sewage and storm water;

“main sanitary sewer” means a main sewer for the collection of sewage;

“main sewer” means that part of the sewage works of the municipality consisting of the public sewers including their branches;

“main storm sewer” means a main sewer for the collection of storm water;

“Municipality” means The Corporation of the Township of Wellington North;

“Notice” means a notice given pursuant to this By-law requiring a connection to be made;

“owner” means the owner of a building and includes the registered owner of, the person shown on the assessment roll as owner of, and the actual owner of a building or any property on which a building is located;

“sewage” shall mean any liquid waste containing animal, vegetable or mineral matter in suspension or solution, and includes drainage from all sinks, tubs, toilets and washing facilities but does not include storm water;

“sewage works” shall mean and include any main sewer, main combined sewer, main sanitary sewer or main storm sewer operated and maintained by or on behalf of the Municipality for the acceptance, collection, transmission, or disposal of sewage, and storm water;

“storm sewer” shall mean rain water, melted snow, ice and water in the subsoil or roof and parking lot runoff;

“vulnerable well head protection area” shall mean property or a portion thereof where the vulnerability score for a municipal water supply, as determined by the Source Protection Plan, as amended from time to time, for the Grand River and Saugeen Valley Source Protection Areas, is 10, as defined in the Source Protection Plans, as amended from time to time, for the Grand River and Saugeen Valley Source Protection Areas and the Clean Water Act as amended from time to time;

“significant drinking water threat” shall have the same meaning as the definition under the Clean Water Act;

“wellhead protection area” has the meaning prescribed by the regulations under the Clean Water Act as amended from time to time;

1. Every owner of a building shall connect the building to the sewage works of the Municipality.
- 2.1 Any connection required to be made by an owner under this By-law shall be made:
 - (a) within nine months of the mailing of a Notice to the owner by registered mail to the last known address, requiring the connection to be made, or within such periods of time, if any, as are granted by Council as an extension pursuant to the provisions of this By-law but not later than July 1, 2021, and

- (b) in accordance with the requirements of the Notice and any By-law, regulation or statutes governing such connection.
- 2.2 Any Notice hereunder:
- (a) shall require the owner to make the connection to the satisfaction of the Municipality;
 - (b) shall advise the owner:
 - (i) the date on which the nine months period expires, and
 - (ii) that if the owner fails to make the connection as required, the Municipality has the right to make it at the Owner's expense and to recover the expense by action or in like manner as municipal taxes;
 - (c) shall make reference to this By-law; and
 - (d) shall require the owner to decommission any on-site sewage/septic system at the time of connection to the main sanitary sewer to the satisfaction of the Municipality's Chief Building Official.
- 2.3 A Notice hereunder may classify different types of sewage and require that such types be drained through separate connections into specified sewers.
- 2.4 If a building is connected only to one sewer and separate sewers for different types of sewage are available, or made available to serve the land on which the building is located, the Notice hereunder may, if the building or the land on which the building is located is or may be a source of sewage of more than one classified type, require the owner to connect the building to the sewage works in such manner that the different types of sewage are drained separately into the sewers specified in the Notice.
- 2.5 If a building or property on which it is located is being connected to a sewage works for the first time and separate sewers for different types of sewage are available or Council has determined that such separate sewers will be made available in the future, the owner may be required by the Notice to make separate connections for the different types of sewage and if a fee is charged for each connection to a sewer only one connection fee may be charged if separate connections to the same sewer are required by the Notice.
- 2.6 Council shall offer an incentive to the residents of existing homes of 50% of the cost to connect their sump pump to the storm sewer, up to a maximum of \$250.00/connection. To receive the incentive payment, the installation must be complete and in accordance with the Municipality servicing standard and once completed the homeowner must submit a copy of their invoice verifying the cost of the project and payment in full of same.
- 2.7 This By-law does not limit the operation of any By-law, regulation or statute regulating or prohibiting the types and contents of waste or other material which may be drained into a sewer or sewage works.
- 3.1 Where there are a main sanitary sewer and a main storm sewer available in the land to which a building is appurtenant or within 50 metres of such land that is

not located in a vulnerable well head protection area or within 100 m of such land and that is located in a vulnerable well head protection area and accessible by a street or lane:

- (a) the drains for sewage from the building shall be connected to a main sanitary sewer;
 - (b) roof drainage systems of the building shall be discharged to the surface of the ground and not directly connected to a storm or sanitary sewer;
 - (c) the drains for foundation drainage systems including sump pump discharges from a building shall be connected to a main storm sewer; and
 - (d) the drains for storm water shall be connected to the main storm sewer.
- 3.2 Where there is only a main sanitary sewer available in the land on which a building is located, or within 50 metres of such land that is not located in a vulnerable well head protection area or within 100 metres of such land and that is located in a vulnerable well head protection area and accessible by a street or lane, the drains for sewage from the building shall be connected to the main sanitary sewer.
- 3.3 Where there is only a main storm sewer available in the land on which a building is located or within 50 metres of such land that is not located in a vulnerable well head protection area or within 100 metres of such land that is located in a vulnerable well head protection area and accessible by street or lane, the drains for storm water excluding roof drainage systems of the building shall be connected to the main storm sewer. Storm water from foundation drainage including sump pump discharges shall be discharged to a main storm sewer.
- 3.4 Where there is only a main combined sewer available in the land on which a building is located, or within 50 metres of such land that is not located in a vulnerable well head protection area or within 100 metres of such land that is located in a vulnerable well head protection area and accessible by street or lane, the drainage for the building shall be by separate drains for sewage and for storm water including the roof and foundation drainage and each drain shall be connected to the place of disposal at the main combined sewer.
- 4.1 Council may, on the application of an owner to whom Notice has been sent, grant an extension of the period of nine months within which the connection must be made.
- 4.2 An extension, if granted, must not be for a period longer than two years from the end of the nine month period provided by the Notice.
- 4.3 If the first extension is for a period of less than two years one further extension with an expiry date no more than two years from the end of the original nine month period provided by the Notice may be granted by Council and no further extension may be granted.

- 5.1 If the owner fails to make a connection required by a Notice within the nine month period or such extended period permitted hereunder, as Council grants, the Municipality may make the connection at the expense of the owner and for this purpose may enter into and upon the property of the owner.
- 5.2 The cost of making such connection shall be a lien or charge as municipal taxes upon the land in respect of which the connection was made, shall be added to the Tax Collector's Roll by the Clerk of the Municipality and shall be collected in the same manner as overdue taxes and shall bear interest from the date the first demand for payment is made at the same rate as overdue taxes.
- 6.1 The owner of a building affected by this By-law, where the building is not located in a vulnerable well head protection area, may be exempted from the provisions of Section 1 upon a request for Exemption Application (Form 1) having been received by the Clerk of the Municipality and the owner requesting exemption shall be billed monthly a flat charge equal to 100% of the minimum residential sewage service rate as determined from time to time by the Municipality in lieu of user rates.
- 6.2 The owner of a building affected by this By-law, where the building is located in a vulnerable well head protection area, may be exempted from the provisions of Section 1 upon a request for Exemption Application (Form 1) having been received by the Treasurer of the Municipality and the owner requesting the exemption shall be billed as indicated in Section 6.1 above provided the estimated cost of the main sanitary sewer connection exceeds three (3) times the estimated cost of an advanced on-site sewage/septic system that is sized appropriately for the calculated daily design flow.
7. For an owner to be continued to be entitled to the exemption, the owner must have paid the bills issued under Section 6.1 and 6.2 as they fall due.
8. The owner of a building electing to be exempt under Section 6.1 and 6.2, shall, within twenty-one days of Notice, return to the Clerk of the Municipality a Request for Exemption Application (Form 1), approval by the Ministry of Environment and Climate Change, or the Municipality's Chief Building Official (CBO), or pursuant to applicable Sections of the Environmental Protection Act and its Regulations as amended from time to time and the Ontario Water Resources Act and its Regulations as amended from time to time.
9. When an owner who has been making payments under Sections 6.1; 6.2 and 7 of this By-law connects the building to the sanitary sewage works his charges for sanitary sewage service rates shall be credited with any amount paid under Sections 7 and 8 with respect to the time period after the sanitary sewage connection is made.
10. **PENALTIES, OFFENCES AND ENFORCEMENT**
- 10.1 Subject to subsection 10.2, any person who contravenes a provision of this By-law, and an officer or director of a corporation in the event of a contravention by a corporation, is guilty of an offence and upon conviction is liable to a fine or

penalty as follows:

- (a) for a first offence, a minimum of \$100.00 and a maximum of \$5,000.00;
 - (b) for a second offence, a maximum of \$15,000.00; and
 - (c) for a third or subsequent offence, a maximum of \$30,000.00.
- 10.2 Any person who contravenes any order made under this By-law, or an officer or director of a corporation in the event of a contravention by the corporation, is guilty of a continuing offence and upon conviction is liable to a daily fine or penalty of a maximum of \$2,500.00 for each day or part of a day that the offence continues, and despite subsection 10 the total of all the daily fines imposed for an offence is not limited by the maximums listed in subsection 10.
- 10.3 If this by-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order,
- (a) prohibiting the continuation or repetition of the offence by the person convicted; and
 - (b) requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.
- 10.4 Pursuant to section 441 of the *Municipal Act, 2001* if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, including any extension of time for payment ordered under that section, the Municipality may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty one (21) days after the date of the notice.
- 10.5 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of section 351 of the *Municipal Act, 2001*.
- 10.6 In accordance with section 441.1 of the *Municipal Act, 2001* any part of a fine owing pursuant to this by-law or a related provincial offence may be added to the tax roll for any property in the Municipality for which all of the Owners are responsible for paying the fine, and collect such fine in the same manner as municipal taxes.

11. REPEAL

- 11.1 By-laws 55-09; 18-10 and 91-123 are repealed in their entirety.
- 11.2 Notwithstanding subsection 11.1, the provisions of By-law 55-09; 18-10 and 91-123 will be deemed to continue in force and effect with respect to any and all orders, appeals or prosecutions issued, filed or commenced under that by-law, and any assessment, rate, charge, tax, fee, liability or penalty outstanding under that by-law may be collected as if that by-law had not been repealed.

12. EFFECTIVE DATE

- 12.1 This By-law shall take effect on the date of its final passage by Council.

READ A FIRST AND SECOND TIME ON THIS 5TH day of DECEMBER 2016.

ANDREW LENNOXMAYOR

KARREN WALLACE, CLERK

**READ A THIRD TIME AND FINALLY PASSED
THIS 19TH day of DECEMBER, 2016**

ANDREW LENNOXMAYOR

KARREN WALLACE, CLERK

(Form No. 1)

REQUEST FOR EXEMPTION

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

I/We _____

The owners of the property listed below hereby request(s) exemption from the provisions of Section "2" of By-law No. _____ of the Municipality for the following reason(s):

and agree to pay the amounts imposed by By-law from time to time to be entitled to such exemption.

DATED this _____ day of _____, 2016

*Owner (Signature)

Street Address

Lot	Registered Plan and Assessment Roll No.
-----	---

*Where there is more than one owner, all owners must sign.

Where the owner is a corporation, partnership, etc. the positions of the persons signing must be stated and the seal of such corporation, partnership, etc. must be affixed hereto.

For Municipal Use Only

i) MOECC confirms no outstanding requirements with respect to unsatisfactory water supplies

YES _____
NO _____

Checked By _____ Date _____

ii) Director confirms no outstanding requirements under the Building Code Act, Environmental Protection Act, Clean Water Act and/or the Ontario Water Resources Act

YES _____
NO _____

Checked By

Date

iii) The above request for exemption from connection was considered by Council at a meeting held on _____. The request was approved/not approved by a vote of _____.

iv) Property owner advised of Council's decision by letter dated _____.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 095-16

**BEING A BY-LAW TO PROVIDE FOR SEWER USE IN THE TOWNSHIP OF
WELLINGTON NORTH**

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

INTRODUCTION

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

- protect the sewer collection system from corrosion, other damage and obstruction;
- protect the wastewater treatment process from upset;
- protect the public, municipal workers and property from hazardous conditions (such as explosions);
- assist optimum wastewater system efficiency by preventing uncontaminated water from entering the system;
- protect wastewater sludge quality;
- protect the environment from contaminants that are not removed by the public treatment system(s);
- assist the Municipality in maintaining compliance with the operating conditions established by the Province of Ontario; and
- protect sources of drinking water as required by applicable Source Water Protection Plans and the Clean Water Act.

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1. DEFINITIONS

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

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

Best Management Practices (BMP) — an integrated plan to control and reduce the release of restricted and Prohibited Waste into the Wastewater Works to a practicable extent, through methods including physical controls, Pretreatment Processes, operational procedures and staff training.

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

Biomedical Waste - biomedical waste as defined in the Ministry publication entitled “Guideline C-4: The Management of Biomedical Waste in Ontario” dated November 2009, as amended from time to time.

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

Chemical Oxygen Demand (COD) - a measure of the capacity of water to consume oxygen as a result of oxidation of inorganic chemicals and decomposition of organic Matter.

Clear-Water Waste – includes Non-Contact Cooling Water and other water that has not come into contact with Wastewater contaminant sources.

Code Of Practice - means a set of practices applicable to specific Industrial, commercial or institutional sector operations; a Code of Practice identifies mandatory procedures, equipment, training or other provisions required as a condition of Wastewater discharge into the sewer system by the specified sector discharger.

Combined Sewer – a sewer intended to function simultaneously as a Storm Sewer and a sanitary Sewer.

Combustible Liquid - a liquid that has a flash point not less than 37.8 degrees Celsius, and not greater than 93.3 degrees Celsius.

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

Composite Sample - a volume of Wastewater, Storm Water, Uncontaminated Water, clear-water or effluent made up of three or more Grab Samples that have been combined automatically or manually and taken at intervals during the sampling periods.

Connection or Drain - that part or those parts of any pipe or system of pipes leading directly to a Wastewater Works.

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

Dental Amalgam - a dental filling material consisting of an amalgam of mercury, silver and other materials such as copper, tin or zinc.

Dental Amalgam Separator - any technology, or combination of technologies, designed to separate Dental Amalgam particles from dental operation Wastewater.

Designated Sector Operations – means Industrial, commercial or institutional sectors required to adopt Codes of Practice.

Designated Sewer Officer - the person appointed by the Municipality, and his or her successors or his or her duly authorized representative. (Note the Designated Sewer Officer may hold the position of Director of Public Works, Chief Administrative Officer, Chief Building Official or other position suitable to the organization of the community.)

Domestic Wastewater - waste produced on a residential premises, or sanitary waste and Wastewater from showers and restroom washbasins produced on a non-residential property.

Extra Strength - refers to Wastewater released to the sewer that is higher in concentration for one or more constituent concentrations set out in Schedule B or containing constituents identified in Schedule B.

Flow Monitoring Point – An access place to the sewer service for the purpose of:

- 1) Measuring the rate or volume of Wastewater, Storm Water, clear water waste or Subsurface Water released from the premises; and
- 2) Collecting representative samples of the Wastewater, Storm Water, clear water waste or Subsurface Water released from the premises.

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

Grab Sample – a volume of Wastewater, Storm Water, Uncontaminated Water or effluent which is collected over a period not exceeding 15 minutes.

Ground Water – water beneath the earth's surface accumulating as a result of seepage.

Hauled Waste – any Industrial waste which is transported to and deposited into any location in the Wastewater Works, excluding Hauled Wastewater.

Hauled Wastewater – waste removed from a Wastewater system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet or a Wastewater holding tank.

Hazardous Substances –

- A. any substance or mixture of substances, other than a Pesticide, that exhibits characteristics of flammability, corrosivity, reactivity or toxicity; and
- B. any substance that is designated as a hazardous industrial waste, hazardous waste or hazardous waste chemical within the meaning of Ontario Regulation 347 as amended from time to time.

Hazardous Waste – any Hazardous Substance disposed of as waste within the meaning of Ontario Regulation 347 as amended from time to time.

Ignitable Waste – ignitable waste within the meaning of Ontario Regulation 347.

Industrial – of or pertaining to manufacturing, commerce, trade, business or Institutions as distinguished from domestic or residential.

Industry – any owner or operator of Industrial, commercial or institutional premises from which there is a discharge of any Matter directly or indirectly into a Sanitary Sewer, Combined Sewer or Storm Sewer of the Municipality.

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

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

Matter – includes any solid, liquid or gas.

Monitoring Access Point – an access point, such as a chamber, in a Private Sewer Connection to allow for observation, sampling and flow measurement of the Wastewater, Uncontaminated Water or Storm Water therein.

Municipality – means The Corporation of the Township of Wellington North.

Municipal Sewer Connection – that part of any Drain leading from the Private Sewer Connection and connected to the municipal sewer and located within the limits of the public road allowance, or other public lands or public land interests held for sewerage purposes.

Multiple Municipal Sewer Connection – a Municipal Sewer Connection providing service to two or more premises.

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

Non-Domestic Wastewater – all Wastewater except Domestic Wastewater, Storm Water, Uncontaminated Water, and Septic Tank Waste.

Ontario Regulation 347 – R.R.O. 1990, Ontario Regulation 347 – General Waste Management as

amended from time to time under the Environmental Protection Act (Ontario).

Oil And Grease – *n*-Hexane extractable Matter as described in Standard Methods.

Pathological Waste – pathological waste within the meaning of Ontario Regulation 347.

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

Person - an individual, association, partnership, corporation, Municipality or an agent or employee of such a person.

Pesticide – a Pesticide regulated under the Pesticides Act (Ontario).

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

Pollution Prevention Plan - a detailed plan that identifies operations or activities of an owner or operator of commercial, institutional or Industrial premises identifying specific Pollution Prevention methods to be implemented within a specific time frame.

Pollution Prevention Plan Summary - A summary of the Pollution Prevention Plan and a brief summary of an owner's or operator's progress towards its Pollution Prevention goals.

Pretreatment - the reduction, elimination or alteration of pollutants in Wastewater prior to discharge into the Sanitary Sewer. This reduction or alteration can be obtained by physical, chemical, or biological processes, through Pollution Prevention, or by other means, except by diluting the concentration of the pollutants.

Pretreatment Processes - one or more treatment processes or devices designed to remove sufficient Matter from Wastewater discharged into the municipal sewer to enable compliance with effluent limits established in this Bylaw. Pretreatment Processes prevent or reduce and control the discharge or deposit of Matter from the discharger's premises into the Municipal Sewer Connection.

Private Sewer Connection - that part of any Drain or system of Drains, including Drains or Subsurface Drainage Pipe for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a Municipal Sewer Connection whose responsibility for maintenance is the property owner's.

Prohibited Waste – means Prohibited Waste as defined in Schedule “A” to this bylaw.

Reactive Waste – a substance that:

- A. is normally unstable and readily undergoes violent changes without detonating;
- B. reacts violently with water;
- C. forms potentially explosive mixtures with water;
- D. when mixed with water, generates toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- E. is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- F. is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement;

- G. is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure;
- H. is an explosive(Class 1) within the meaning of Section 2.9 of the Transportation of Dangerous Goods regulations made under the Transportation of Dangerous Goods Act, 1992 (Canada) as defined in the regulations under Ontario Regulation 347 as amended; or
- I. is a reactive waste within the meaning of Ontario Regulation 347.

Restricted Waste – means Restricted Waste as defined in Schedule “B” to this bylaw.

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

Sanitary Sewer – a sewer for the collection and transmission of domestic or Industrial Wastewater or any combination thereof.

Sediment -- solid fragments of inorganic or organic material that come from the weathering of rock and are carried and deposited by water or ice including but not limited to soil, sand and gravel.

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

Sewage – means any liquid waste containing animal, vegetable or mineral Matter in solution or in suspension, except Uncontaminated Water.

Spill – a direct or indirect discharge into the Wastewater Works, Storm Sewer or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge.

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

Storm Sewer – a sewer for the collection and transmission of Uncontaminated Water, Storm Water, drainage from land or from a Watercourse or any combination thereof but excluding, any portion of a Combined Sewer works.

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

Subsurface Drainage Pipe – A pipe that is installed underground to intercept and convey Subsurface Water, and includes foundation drain pipes.

Subsurface Water – groundwater including foundation drain water.

Total Suspended Solids (TSS) – insoluble Matter in liquid that is removable by filtration, as determined by the appropriate procedure described in Standard Methods.

Total PAHs – the total of all of the following polycyclic aromatic hydrocarbons: Acenaphthenes, acenaphthylenes, anthracenes, benzo(a)anthracenes, benzo(a)pyrenes, benzo(b)fluoranthenes, benzo(g,h,i)perylene, benzo(k)fluoranthenes, chrysenes, dibenzo(a,h)anthracenes, fluoranthenes, fluorenes, indeno(1,2,3-cd)pyrenes, methyl naphthalenes, naphthalenes, phenanthrenes, pyrenes,

acridine and quinoline.

Toxic Substance – any substance defined as toxic under the *Canadian Environmental Protection Act, 1999*, as amended from time to time and within the meaning of Ontario Regulation 455/09 as amended from time to time under the *Toxics Reduction Act, 2009*.

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

Waste Disposal Site Leachate – the liquid containing dissolved or suspended contaminants which emanates from waste (solid waste or garbage) and is produced by water percolating through waste or by liquid in waste.

Waste Radioactive Substances – substances defined in the *Nuclear Safety and Control Act (Canada)* and the regulations passed thereunder, as amended from time to time.

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

Wastewater Sludge – solid material recovered from the Wastewater treatment process.

Wastewater Treatment Facility – means any structure or thing used for the physical, chemical, biological or radiological treatment of Wastewater, and includes sludge treatment, Wastewater Sludge storage and disposal facilities.

Wastewater Works – any works for the collection, transmission, treatment and disposal of Wastewater, Storm Water or Uncontaminated Water, including a Combined Sewer, Sanitary Sewer or Storm Sewer, or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies.

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

2. SANITARY AND COMBINED SEWER REQUIREMENTS

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

2.1.1 Domestic Wastewater;

2.1.2 Non-domestic Wastewater that complies with the requirements of this bylaw;

2.1.3 Hauled Wastewater, including septage, that complies with the requirements of this bylaw, or where a Waste Discharge Permit has been issued by the Designated Sewer Officer;

2.1.4 Storm water, clear-water waste, subsurface water or other matter where a Waste Discharge Permit has been issued by the Designated Sewer Officer; or

2.1.5 Extra Strength matter where an Extra Strength Surcharge Agreement is in place.

- 2.2 No person shall release, or permit the release of, any prohibited substance listed in Schedule 'A' of this bylaw.
- 2.3 No person shall release, or permit the release of, any restricted substance which exceeds the respective concentrations listed in Schedule 'B' of this bylaw into the wastewater works.
- 2.4 If required by the Municipality, all non-domestic and hauled wastewater dischargers shall complete and submit Form 1 "Abbreviated Discharger Information Report" (Appendix A) to the Municipality.
- 2.5 If required by the Municipality, non-domestic and hauled wastewater dischargers shall complete and submit Form 2 "Complete Discharger Information Report" (Appendix A) to the Municipality.
- 2.6 If required by the Municipality, non-domestic and hauled wastewater dischargers shall not discharge to the sanitary sewer system until the discharger has obtained Form 3 "Waste Discharge Permit" (Appendix A) from the Designated Sewer Officer.
- 2.7 The Designated Sewer Officer may issue, and amend, a Waste Discharge Permit to allow the discharge of non-domestic waste and hauled wastewater into a sewer upon such terms and conditions as the Designated Sewer Officer considers appropriate and, without limiting the generality of the foregoing, may in the Waste Discharge Permit:
- 2.7.1 place limits and restrictions on the quantity, composition, frequency and nature of the waste permitted to be discharged;
 - 2.7.2 require the holder of a Waste Discharge Permit to repair, alter, remove, or add to works or construct new works; and
 - 2.7.3 provide that the Waste Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.
- 2.8 The Designated Sewer Officer may issue a Discharge Abatement Order to:
- 2.8.1 require a person to alter the quantity, composition, duration and timing of the discharge or cease discharge of non-domestic waste or hauled wastewater to a sewer or wastewater facility;
 - 2.8.2 include any terms or conditions that could be included in a Waste Discharge Permit; and
 - 2.8.3 shut down all non-compliant releases.
- 2.9 The Designated Sewer Officer may amend or cancel a Discharge Abatement Order.

3. STORM SEWER REQUIREMENTS

- 3.1 No person shall discharge or deposit or cause or permit the discharge or deposit of matter of a kind listed below into or in land drainage works, private branch drains or connections to any storm sewer:
- 3.1.1 matter of any type or at any temperature or in any quantity which may:
 - (a) interfere with the proper operation of a storm sewer;

- (b) obstruct a storm sewer or the flow therein;
- (c) result in a hazard to any person, animal, property or vegetation;
- (d) impair the quality of the water in any well, lake, river, pond spring, stream, reservoir or other water or watercourse; or
- (e) result in the contravention of an approval, requirement, direction or other order under the Ontario Resources Act or the Environmental Protection Act (Ontario) with respect to the storm sewer or its discharge; and

3.1.2 without limiting the generality of the foregoing, any of the following:

- (a) water at a temperature greater than 40 degrees Celsius;
- (b) water having a pH less than 6.0 or greater than 9.0;
- (c) water containing more than 15 milligrams per litre of suspended solids;
- (d) water containing dyes or colouring material which discolour the water;
- (e) water containing solvent extractable matter of animal or vegetable origin or of mineral or synthetic origin which causes a visible film, sheen or discolouration on the water surface;
- (f) water containing any of the following in excess of the indicated concentrations:
 - 200 micrograms / litre
Chromium expressed as
 - 50 micrograms / litre
Zinc expressed as Zn
Lead expressed as Pb
Nickel expressed as Ni
 - 10 micrograms / litre
Copper expressed as Cu
 - 1 microgram / litre
Cadmium expressed as Cd
Mercury expressed as Hg
 - 200 per 100 millilitres
Fecal coliforms
- (g) the following matter in any amount:
 - Sewage;
 - Cooling water; or;
 - Blowdown Water
- (h) the following materials in any amount:
 - automotive or machine oils and greases;
 - fuels
 - paints and Organic Solvents including but not limited to carbon tetrachloride, chloroform, methylene chloride (Dichloromethane) or pentachlorophenol;
 - PCBs;
 - pesticides;
 - Severely Toxic Substances;
 - Waste Disposal Site Leachate;
 - Waste Radioactive Substances; or
 - Dense Non-Aqueous Phase Liquids (DNAPLs) including but not limited to Dioxane-1,4, one or more Polycyclic Aromatic Hydrocarbons (PAHs), Tetrachloroethylene (PCE), Trichloroethylene or another DNAPL that could degrade to Trichloroethylene, Vinyl Chloride or another DNAPL that could degrade to Vinyl Chloride; and

- (i) the following hazardous wastes in any amount:
- acute Hazardous Waste Chemicals;
 - hazardous Industrial Wastes;
 - hazardous Waste Chemicals;
 - ignitable Wastes;
 - Pathological Wastes;
 - PCB Wastes;
 - Prohibited waste; or
 - Reactive wastes.

3.2 Clause 3.1.2 (g) does not apply to prevent the discharge of once-through cooling water or blowdown when,

3.2.1 the once-through cooling water or blowdown is being discharged pursuant to a certificate of approval or Environmental Compliance Approval or order relating to the premise under the Environmental Protection Act (Ontario) or the Ontario Water Resources Act which expressly allows the discharge;

3.2.2 the owner or operator of the premises has written approval from the municipality which expressly authorizes the discharge from the premises; and

3.2.3 a copy of the certificate of approval or Environmental Compliance Approval or order referred to in clause (a) has been provided to the municipality.

3.3 The provisions of Clause 3.1.2, apply only to:

- the discharge of stormwater runoff from industrial process areas to a storm sewer; and
- any stormwater discharge to a storm sewer to which the matter prohibited by section 3.1 has been added for the purpose of disposing of the matter.

3.4 The provisions of Clauses 3.1.2(c)(d)(e)and (f) do not apply to prevent the discharge of stormwater runoff from industrial process areas to a storm sewer when,

3.4.1 the owner or operator of the premises has a certificate of approval or Environmental Compliance Approval or order relating to the premises under the Environmental Protection Act (Ontario) or the Ontario Water Resources Act which expressly allows the discharge and a copy of the certificate of approval or Environmental Compliance Approval or order has been provided to the municipality; or

3.4.2 the owner or operator of the premises has written approval from the municipality for a Best management practices Plan (BMP).

3.5 No person shall release, or permit the release of, any prohibited substance listed in Schedule 'A' of this bylaw into or in land drainage works, private branch drains or connections to any storm sewer.

4. PROHIBITION OF DILUTION

4.1 No person shall discharge directly or indirectly, or permit the discharge or deposit of wastewater into a sanitary sewer or combined sewer works where water has been added to the discharge

for the purposes of dilution to achieve compliance with Schedule "A" or Schedule "B" of this bylaw.

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

5. SAMPLING

- 5.1 Where sampling is required for the purposes of determining the concentration of constituents in the wastewater, storm water or uncontaminated water, the sample may:
- 5.1.1 be collected manually or by using an automatic sampling device; and
 - 5.1.2 contain additives for its preservation.
- 5.2 For the purpose of determining compliance with Schedule B or Section 3, discrete wastewater streams within premises may be sampled, at the discretion of the Designated Sewer Officer.
- 5.3 Any single grab sample may be used to determine compliance with Schedules A and B or Section 3.
- 5.4 All tests, measurements, analyses and examinations of wastewater, its characteristics or contents pursuant to this Bylaw shall be carried out in accordance with "Standard Methods" and be performed by a laboratory accredited for analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of the Designated Sewer Officer as agreed in writing prior to sample analysis.

6. DISCHARGER SELF-MONITORING

- 6.1 The discharger shall complete any monitoring or sampling of any discharge to a wastewater works as required by the Municipality, and provide the results to the Municipality in the form specified by the Municipality.
- 6.2 The obligations set out in or arising out of 6.1 shall be completed at the expense of the discharger.

7. ADDITIONAL REQUIREMENTS

7.1 FOOD-RELATED GREASE INTERCEPTORS

- 7.1.1 Every owner or operator of a restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, for which the premises is connected directly or indirectly to a sanitary or combined sewer, shall take all necessary measures to ensure that oil and grease are prevented from entering the sanitary or combined sewer in excess of the provisions of this bylaw. Grease interceptors shall not discharge to storm sewers.
- 7.1.2 The owner or operator of the premises as set out in this Subsection shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be

installed in compliance with the most current requirements of the applicable Building Code. The installation of the oil and grease interceptor shall meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.2, as amended.

- 7.1.3 All oil and grease interceptors shall be maintained according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor shall meet the requirements of CAN/CSA B-481 (latest revision). Traps should be cleaned before the thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume; cleaning frequency should not be less than every four weeks. Maintenance requirements should be posted in the workplace in proximity to the grease interceptor.
- 7.1.4 A maintenance schedule and record of maintenance shall be available to the Designated Sewer Officer upon request for each interceptor installed.
- 7.1.5 The owner or operator of the restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, shall, for a minimum of two years, keep necessary documents of proof for interceptor clean-out and oil and grease disposal and provide it to the Designated Sewer Officer upon request.
- 7.1.6 Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of Oil and Grease through a Grease Interceptor.
- 7.1.7 In the case of failure to adequately maintain the grease interceptor to the satisfaction of the Designated Sewer Officer, the Designated Sewer Officer may require an alarmed monitoring device to be installed, at the expense of the owner, in accordance with specifications of CAN/CSA B-481 (latest revision).

7.2 VEHICLE AND EQUIPMENT SERVICE OIL AND GREASE INTERCEPTORS

- 7.2.1 Every owner or operator of a vehicle or equipment service station, repair shop or garage or of an industrial, commercial or institutional premises or any other establishment where motor vehicles are repaired, lubricated or maintained and where the sanitary discharge is directly or indirectly connected to a sewer shall install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the sanitary or combined sewer in excess of the limits in this bylaw.
- 7.2.2 The owner or operator of the premises as set out in Section 7.2.1 shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).
- 7.2.3 All oil and grease interceptors and separators shall be maintained in good working order and according to the manufacturer's recommendations and shall be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance and inspected to ensure the surface oil and sediment levels do not exceed the recommended level.

- 7.2.4 A maintenance schedule and record of maintenance shall be available to the Designated Sewer Officer upon request for each oil and grease interceptor installed.
- 7.2.5 The owner or operator of the premises as set out in Subsection 7.2.1, shall, for a minimum of two years, keep necessary documents of proof for interceptor clean-out and oil and grease disposal and provide it to the Designated Sewer Office upon request.
- 7.2.6 Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.
- 7.2.7 In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of the Designated Sewer Officer, the Designated Sewer Officer may require an alarmed monitoring device to be installed, at the expense of the owner.

7.3 SEDIMENT INTERCEPTORS

- 7.3.1. Every owner or operator of the premises from which sediment may directly or indirectly enter a sewer, including but not limited to premises using a ramp drain or area drain and vehicle wash establishments, shall take all necessary measures to ensure that such sediment is prevented from entering the drain or sewer in excess of the limits in this bylaw.
- 7.3.2 Catch basins installed on private property, for the premises noted above in 7.3.1, for the purposes of collecting storm water and carrying it into the storm sewers shall be equipped with an interceptor and the installation of these catch basins on private property shall comply with the Municipality's Standard Construction Specifications and Drawings, as they may be amended from time to time.
- 7.3.3 All sediment interceptors shall be maintained in good working order and according to manufacturer's recommendations and shall be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance.
- 7.3.4 The owner or operator of a premises as set out in Section 7.3.1, shall, for a minimum of two years, keep necessary documents of proof for interceptor clean-out and sediment disposal and provide these documents to the Designated Sewer Officer upon request.
- 7.3.5 A maintenance schedule and record of maintenance shall be submitted to the Designated Sewer Officer upon request for each sediment interceptor installed.

7.4 DENTAL WASTE AMALGAM SEPARATOR

- 7.4.1 Every owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, shall install, operate and properly maintain dental amalgam separator(s) with at least 95% efficiency in amalgam weight and certified *ISO 11143 – "Dental Equipment: Amalgam Separators"*, in any piping system at its premises that connects directly or indirectly to a sewer by no later than January 1, 2018, except where the sole dental-related practice at the premises consists of one or more of the following specialties or type of practice:
 - 7.4.1.(a) orthodontics and dentofacial orthopedics;

- 7.4.1 (b) oral and maxillofacial surgery;
 - 7.4.1 (c) oral medicine and pathology;
 - 7.4.1 (d) periodontics; or
 - 7.4.1 (e) a dental practice consisting solely of visits by a mobile dental practitioner who prevents any dental amalgam from being released directly or indirectly to the wastewater works.
- 7.4.2 Notwithstanding Section 7.4.1, any person operating a business from which dental waste amalgam is or could be discharged directly or indirectly to a sewer, at premises which are constructed or substantially renovated on or after the date that Section 7.4 comes into force, shall install, operate and properly maintain dental waste amalgam separator(s) in any piping system which is connected directly or indirectly to a sewer.
- 7.4.3 Notwithstanding compliance with Section 7.4.1 and 7.4.2, all persons operating or carrying on the business of a dental practice shall comply with Schedule "A" and Schedule "B" of this bylaw.
- 7.4.4 All dental waste amalgam separators shall be maintained in good working order and according to the manufacturer's recommendations.
- 7.4.5 A maintenance schedule and record of maintenance shall be submitted to the Designated Sewer Officer upon request for each dental amalgam separator installed.
- 7.4.6 The operator of a dental clinic shall keep records for the past five years to prove covering amalgam shipments and provide these documents to the Designated Sewer Officer upon request.

7.5 FOOD WASTE GRINDERS

- 7.5.1 No person shall install or operate within the Municipality any food waste grinding devices for domestic purposes, the effluent from which will discharge directly or indirectly into a sanitary, combined or storm sewer.
- 7.5.2 In the case of industrial, commercial or institutional properties where food waste grinding devices are installed in accordance with the Building Code, the effluent from such food waste grinding devices must comply with Schedule 'A' and Schedule 'B'.
- 7.5.3 Food waste grinders shall not be equipped with motors in excess of ½ horsepower.

7.6 PRETREATMENT FACILITIES

- 7.6.1 Where required by the Designated Sewer Officer, the owner or operator shall install on the premises, and prior to the sampling point, a wastewater pretreatment facility.
- 7.6.2 The owner or operator shall ensure the design, operation and maintenance of the pretreatment facility achieves the treatment objectives and is in accordance with the manufacturer's recommendations.

- 7.6.3 The owner or operator shall ensure any waste products from the pretreatment facility are disposed of in a safe manner.
- 7.6.4 The maintenance records and waste disposal records shall be available to the Designated Sewer Officer upon request.
- 7.6.5 The owner or operator shall keep documentation pertaining to the pretreatment facility and waste disposal for the past two years and provide these documents to the Designated Sewer Officer upon request.

8. HAULED WASTEWATER

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

9. HAULED WASTE

- 9.1 No person shall discharge Hauled Waste to the wastewater works unless:
 - 9.1.1 the carrier of the Hauled Waste operating as a waste management system has a certificate of approval or provisional certificate of approval or Environmental Compliance Approval issued under the Environment Protection Act or is exempt from the requirement to have a certificate or provisional certificate of approval or Environmental Compliance Approval;
 - 9.1.2 a copy of the most recent certificate or provisional certificate or Environmental Compliance Approval and any amendment of approval is provided to the Municipality;

- 9.1.3 Hauled Waste meets the conditions set out in the Environment Protection Act, as amended from time to time; and
- 9.1.4 the carrier meets all conditions for discharge that are or may be set from time to time with respect to the haulage of waste by the Municipality.
- 9.1.5 No person shall discharge or allow or cause Hauled Waste to be discharged into a Sewer, except at sites designated by the Designated Sewer Officer.

10. NON-CONTACT COOLING WATER

- 10.1 The discharge of non-contact Cooling Water or Uncontaminated Water to a Sanitary Sewer or Combined Sewer from any residential property is prohibited. The discharge of non-contact Cooling Water or Uncontaminated Water to a Sanitary, Storm or Combined Sewer from Industrial, commercial or institutional properties is permissible where:
 - 10.1.1 In the case of a proposed building, no Storm Sewer exists adjacent to the building and no opportunity exists to discharge to yard drainage; or
 - 10.1.2 In the case of an existing building, no storm connection exists to the building.

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

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

12. SPILLS

- 12.1 In the event of a spill to a Wastewater Works and/or Storm Sewer Works, the person responsible or the person having the charge, management and control of the spill shall immediately notify and provide any requested information with regard to the spill to:
 - 12.1.1 if there is any immediate danger to human health and/or safety, to the Spills Action Centre by calling (1-800-268-6060); and
the Township of Wellington North by calling 519-848-3620 or 519-323-1710 (after hours); or
 - 12.1.2 if there is no immediate danger:

- (a) the Township of Wellington North by contacting the Designated Sewer Officer;
- (b) the owner of the premises where the release occurred; and
- (c) any other person whom the person reporting knows or ought to know may be directly affected by the release.

12.2 The person shall provide a detailed report on the spill to the Municipality, within five working days after the spill, containing the following information to the best of his or her knowledge:

- (a) location where spill occurred;
- (b) name and telephone number of the person who reported the spill and the location and time where they can be contacted;
- (c) date and time of spill;
- (d) material spilled;
- (e) characteristics and composition of material spilled;
- (f) volume of material spilled;
- (g) duration of spill event;
- (h) work completed and any work still in progress in the mitigation of the spill;
- (i) preventive actions being taken to ensure a similar spill does not occur again; and
- (j) copies of applicable spill prevention and spill response plans.

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

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

12.4.1 other government agencies, including federal and provincial agencies, as required and appropriate for the material and circumstances of the spill; or,

12.4.2 any other bylaw of the Municipality.

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

12.6 Pursuant to section 446 of the *Municipal Act, 2001* the Municipality may recover the costs in 12.5 above, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such costs shall include interest at an annual rate of 15 per cent.

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

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

13. AUTHORITY OF DESIGNATED SEWER OFFICER TO INVESTIGATE

- 13.1 The Designated Sewer Officer has the authority to carry out any inspection reasonably required to ensure compliance with this bylaw, including but not limited to:
- 13.1.1 inspecting, observing, sampling and measuring the flow in any private
 - (i) drainage system;
 - (ii) Wastewater disposal system;
 - (iii) Storm Water management facility; and
 - (iv) flow monitoring point;
 - 13.1.2 determine water consumption by reading water meters;
 - 13.1.3 test flow measuring devices;
 - 13.1.4 take samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises or flowing within a private drainage system;
 - 13.1.5 perform on-site testing of the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pretreatment facilities and storm water management facilities;
 - 13.1.6 collect and analyze samples of hauled wastewater coming to a discharge location;
 - 13.1.7 make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or watercourse;
 - 13.1.8 require information from any person concerning a matter;
 - 13.1.9 inspect and copy documents or remove documents from premises to make copies;
 - 13.1.10 inspect chemical storage areas and spill containment facilities and request Material Safety Data Sheets (MSDS) for materials stored or used on site;
 - 13.1.11 inspect the premises where a release of prohibited or restricted wastes or of water containing prohibited or restricted wastes has been made or is suspected of having been made, and to sample any or all matter that in his/her opinion could have been part of the release.
- 13.2 No person shall hinder or prevent the Designated Sewer Officer from carrying out any of his/her powers or duties.

14. DISCONNECTION OF SEWER

14.1 Where wastewater which:

14.1.1 Is hazardous or creates an immediate danger to any person;

14.1.2 Endangers or interferes with the operation of the wastewater collection system;

or

14.1.3 Causes or is capable of causing an adverse effect;

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

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

14.3 Where the Designated Sewer Officer takes action pursuant to Section 14.1, the Designated Sewer Officer may by notice in writing advise the owner or occupier of the premises from which the wastewater was being discharged, of the cost of taking such action and the owner or occupier, as the case may be, shall forthwith reimburse the Municipality for all such costs which were incurred.

14.4 No person shall connect, cause to be connected, disconnected or alter an authorized connection disconnection or alteration to a sanitary sewer or storm sewer.

14.5 No person shall connect or cause to be connected a rain water leader, storm water leader, ground water drainage or sump pump lateral directly or indirectly to the sanitary sewer.

15. ACCESS TO INFORMATION

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

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

15.3 The Designated Sewer Officer shall have access to information contained in the Certificate of Approval or Environmental Compliance Approval of any wastewater dischargers to the Municipal sewer system.

- 15.4 No holder of a Certificate of Approval or Environmental Compliance Approval shall fail to provide requested information to the Municipality as directed.

16. MONITORING ACCESS POINTS

- 16.1 When deemed necessary by the municipality, the owner or operator of commercial, institutional or industrial premises or multi-storey residential buildings with one or more connections to a wastewater works shall install and maintain in good repair in each connection a suitable monitoring access point to allow observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein, provided that, where installation of a monitoring access point is not possible, an alternative device or facility may be substituted with the prior written approval of the Designated Sewer Officer.
- 16.2 The monitoring access point or alternative device such as a sampling port shall be located on the property of the owner or operator of the premises, as close to the property line as possible, unless the Designated Sewer Officer has given prior written approval for a different location.
- 16.3 Each monitoring access point, device or facility installed shall be designed and constructed in accordance with good engineering practice and the requirements of the Municipality, and shall be constructed and maintained by the owner or operator of the premises at his or her expense.
- 16.4 The owner or operator of an industrial, commercial or institutional premises or a multi-storey residential building shall at all times ensure that every monitoring access point, alternative device or facility installed as required by this bylaw is accessible to the Designated Sewer Officer for the purposes of observing, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.
- 16.5 No person shall without authority, uncover, open, break, alter, remove, damage, destroy or tamper with a monitoring access point.
- 16.6 The following discharger activities require sampling ports when it is not possible to install a monitoring access point:
- (a) dental offices;
 - (b) businesses using photographic processing units; and
 - (c) brewery.

17. EXTRA STRENGTH SURCHARGE

- 17.1 The discharge or deposit of wastewater by a person that would otherwise be prohibited by this bylaw may be permitted to an extent fixed by:
- 18.1.1 an Extra Strength Surcharge Agreement, including conditions for payment of additional costs of operation, repair and maintenance of the Wastewater works, and on other terms and conditions as may be deemed appropriate by the Municipality; and
 - 18.1.2 a Sanitary Discharge Agreement, including conditions for payment for water pollution control treatment that otherwise would have been obtained from a surcharge on the water had it been supplied by the Municipality and on other terms and conditions as may be deemed appropriate by the Municipality.

- 17.2 The Designated Sewer Officer may assess an Extra Strength surcharge for Wastewater releases that exceed the limits of treatable parameters. An Extra Strength Surcharge Agreement may only be entered into with respect to the discharge of the following treatable parameters in wastewater: biochemical oxygen demand and/or chemical oxygen demand, total phosphorus, oil and grease of animal and vegetable origin, total suspended solids and total Kjeldahl nitrogen. Schedule "C" provides the maximum concentrations the Designated Sewer Officer will consider for Extra Strength Surcharge Agreements. The discharger shall pay the assessed amount per the terms established by the Designated Sewer Officer for the duration of the discharge.
- 17.3 Should testing of the Wastewater being discharged into the Wastewater collection system be required for the purpose of determining the Wastewater surcharge rate, such testing shall be conducted by the Designated Sewer Officer, or by the owner to the satisfaction of the Designated Sewer Officer, using automated sampling devices or in accordance with the following manual sampling protocol:
- (a) samples from the effluent produced at a location will be collected each day for a minimum of two days;
 - (b) a minimum of four grab samples of equal volume shall be taken each day, such samples to be taken at least one hour apart;
 - (c) the analysis shall be conducted on a composite sample made of each day's grab samples; and
 - (d) the respective results of these tests shall be averaged to determine the characteristics and concentration of the effluent being discharged into the Municipal wastewater collection system.
- 17.4 A Sanitary Discharge Agreement may be entered with respect to the discharge of wastewater, which contains water that has originated from a source other than the Municipal water supply system.
- 17.5 Extra Strength Surcharge Agreement and Sanitary Discharge Agreements shall be generally in the form designated by the Designated Sewer Officer from time to time. The Designated Sewer Officer shall be authorized to execute Extra Strength Surcharge Agreements and Sanitary Discharge Agreements on behalf of the Municipality.
- 17.6 The Extra Strength surcharge rate and the sanitary discharge rate will be reviewed and adjusted accordingly from time to time as determined by the Municipality.
- 17.7 The agreements contemplated in this Section may be terminated by the Municipality by written notice at any time, including but not limited to an emergency situation of immediate threat or danger to any person, property, plant or animal life, water or wastewater works.

18. COMPLIANCE PROGRAMS

- 18.1 An Industry may submit to the Designated Sewer Officer a proposed compliance program setting out activities to be undertaken by the Industry that would result in the prevention or reduction and control of the discharge or deposit of matter from the Industry's premises into municipal or private sewer connections to any sanitary sewer or combined sewer. Compliance

program submissions will only be considered for existing industries.

- 18.2 An Industry may submit to the Designated Sewer Officer a proposed compliance program setting out activities to be undertaken by the Industry that would result in the prevention or reduction and control of the discharge or deposit of uncontaminated water, ground water or storm water from the Industry's premises to eliminate the discharge of matter into municipal or private sewer connections to any storm sewer.
- 18.3 Upon receipt of an application pursuant to Section 18.1 or 18.2 above, the Designated Sewer Officer may issue an approval for a compliance program for an Industry to discharge an effluent that does not comply with Schedule "B" or Section 3 of this bylaw, such approval to be in accordance with the Township of Wellington North as amended guidelines, from time to time. The Industry shall be entitled to make non-complying discharges in the amount and only to the extent set out in the Municipality's approval during the planning, design and construction or installation of facilities or works needed to implement the approved compliance program.
- 18.4 Every proposed compliance program shall be for a specified length of time during which pretreatment facilities or other measures are to be installed or implemented and shall be specific as to the remedial actions to be implemented by the Industry, the dates of commencement and completion of the activity and the materials or other characteristics of the matter to which it relates. The final activity completion date shall not be later than the final compliance date in the compliance program.
- 18.5 The Industry to which a compliance program has been issued shall submit a compliance program progress report to the Municipality within 14 days after the scheduled completion date of each activity listed in the compliance program.
- 18.6 The Municipality may terminate any proposed compliance program by written notice at any time to the Industry in the event that the Industry fails or neglects to carry out or diligently pursue the activities required of it under its approved compliance program.
- 18.7 The Municipality is authorized to execute agreements with industries with respect to approved compliance programs. These agreements may, in accordance with guidelines adopted by the Municipality from time to time, include a provision for a reduction in the payment otherwise required from the Industry to the Municipality pursuant to an Extra Strength Surcharge Agreement. The reduction in payment to the Municipality may be in such an amount and for such duration as the agreement may specify.
- 18.8 The Municipality may terminate any approved compliance program entered into pursuant to Section 19 by written notice at any time to the Industry in the event that the Industry fails or neglects to carry out or diligently pursue the activities required of it under its approved compliance program, and in the event of any such termination, the Industry shall pay to the Municipality the full difference in amount between what it was required to pay to the Municipality pursuant to the Extra Strength Surcharge Agreement, and the amount actually paid to the Municipality as a result of having entered into an agreement with respect to the approved compliance program.

19. CODES OF PRACTICE

- 19.1 Application:

- 20.1.1 A Code of Practice applies to the Designated sector operations, as outlined in Schedule "D" of this bylaw.
- 20.1.2 A Code of Practice does not apply to a discharging operation that is subject to a Waste Discharge Permit, unless otherwise specified in the Waste Discharge Permit.
- 20.1.3 A Code of Practice does not apply to the discharge of domestic wastewater.
- 19.2 Nothing in a Code of Practice relieves a person discharging waste from complying with this bylaw, a Waste Discharge Permit or any other applicable enactment.
- 19.3 The Designated Sewer Officer may require a discharging operation to obtain a Waste Discharge Permit if considered necessary by the Designated Sewer Officer because of circumstances not covered by a Code of Practice.
- 19.4 As a condition of discharge of waste into a sewer connected to a wastewater facility, an operator of a discharging operation must submit to the Municipality a completed Code of Practice registration form attached as Schedule "D" to this bylaw:
- 19.4.1 within 90 days of the date of adoption of the applicable Code of Practice in the case of a discharging operation in existence on the adoption date; or
- 19.4.2 in all other cases, within 30 days of the discharging operation commencing the discharge of waste into a sewer connected to a wastewater facility.
- 19.5 An operator must report any change in the ownership, name, location, contact person, telephone number, or fax number of a discharging operation registered under a Code of Practice to the Designated Sewer Officer within 30 days of the change by submitting a completed Code of Practice registration form referred to in Section 20.4 showing the changes.
- 19.6 An operator must report any change in the discharging operation registered under a Code of Practice resulting in the operation no longer meeting the definition applicable to that type of discharging operation within 30 days of the change by submitting a completed Code of Practice registration form referred to in Section 20.4 describing the changes.
- 19.7 If a Code of Practice establishes a requirement in relation to a specific discharging operation which differs from a provision in this bylaw, the requirement in the Code of Practice prevails.

20. POLLUTION PREVENTION PLANNING

- 20.1 When deemed necessary by the municipality, every subject sector Industry identified in Schedule "E" of this bylaw and every Industry which discharges any amount of a subject pollutant identified in Schedule "F" of this bylaw shall prepare a Pollution Prevention Plan and submit a copy to the Municipality with respect to the premises from which the discharge occurs, unless such Industry continually meets the requirements of Schedule "A" and Schedule "B".
- 20.2 Pollution Prevention Plans submitted to the Municipality shall be approved by the Municipality unless the Municipality determines that the Pollution Prevention Plan does not comply with the requirements of this article.
- 20.3 The Pollution Prevention Plan shall be in the form designated by the Municipality for that

purpose from time to time.

- 20.4 In addition to any other matter or requirement designated by the Municipality, and notwithstanding Subsection 21(3), each Pollution Prevention Plan shall include the following:
- 20.4.1 a description of the processes at the premises which use or produce subject pollutants;
 - 20.4.2 a description of those processes at the premises which are to be the subject of Pollution Prevention Planning;
 - 20.4.3 a list of the subject pollutants present at the premises at any stage of the operations of the premises;
 - 20.4.4 a description setting out the types, quantities and concentrations of all subject pollutants discharged, directly or indirectly, to a sewer;
 - 20.4.5 a description of current waste reduction, recycling, waste treatment and pollution prevention activities with respect to sewer discharges at the premises;
 - 20.4.6 a description of pollution prevention options for subject pollutants and sewer discharge and an evaluation of those options;
 - 20.4.7 a list of possible targets and timeframes *as specified by the municipality* to reduce or eliminate the discharge of subject pollutants to the Municipality's sewers; and
 - 20.4.8 a declaration from an authorized person that the content of the plan is, to the best of that person's knowledge, true, accurate and complete.
- 20.5 In the event that the activity or business of an Industry which discharges any amount of a subject pollutant listed in Schedule "F" is not listed in Schedule "E" of this bylaw, then that Industry shall prepare a Pollution prevention Plan and submit a copy of the Pollution Prevention Plan by no later than the date specified by the Municipality.
- 20.6 Any subject sector Industry and any Industry discharging any amount of a subject pollutant which commences business operations shall have one year from the date of the commencement of its business operations to prepare a Pollution Prevention Plan and submit a copy of the Pollution Prevention Plan to the Municipality.
- 20.7 In the event that an Industry submitting a Pollution Prevention Plan is not sent written notice from the Municipality that its Pollution Prevention Plan is not approved by the Municipality within 90 days of the Industry delivering a copy of the Pollution Prevention Plan to the Municipality, the Pollution Prevention Plan shall be deemed to have been approved by the Municipality.
- 20.8 Where an Industry receives notice from the Municipality that its Pollution Prevention Plan has not been approved, the Industry shall have 90 days to amend and resubmit its Pollution Prevention Plan to the Municipality for approval in accordance with this article.
- 20.9 In the event that a Pollution Prevention Plan resubmitted to the Municipality in accordance with Section 21.8 of this section continues to fail to comply with the requirements of this bylaw, the Municipality shall so notify the Industry, and the Industry shall be in contravention of Subsection 21.1 and shall continue to be in contravention of this section until such time as the Municipality approves of an amended Pollution Prevention Plan resubmitted by the Industry, in accordance

with this section.

- 20.10 Every subject sector Industry and every Industry discharging a subject pollutant shall submit a revised Pollution Prevention Plan for the approval of the Municipality at least once every three years from the date which the original plan was required to be submitted. Such revised and updated Pollution Prevention Plan shall, in addition to the requirements otherwise set out in this section, detail and evaluate the progress of the Industry to accomplish the objectives set out in its Pollution Prevention Plan and the Industry's ability to accomplish those pollution prevention objectives.
- 20.11 Every subject sector Industry and every Industry discharging a subject pollutant shall prepare a revised and updated Pollution Prevention Plan no less frequently than once every six years from the date which the original plan was required to be prepared, and shall prepare and submit for the Municipality's approval a copy of the Pollution Prevention Plan with respect thereto no later than the date by which any revised and updated Pollution Prevention Plan must be prepared.
- 20.12 Where a subject sector Industry makes changes to the process(es), product(s) or facility configuration that will result in changes to the Pollution Prevention Plan, a revised or updated Pollution Prevention Plan must be prepared and a copy of the Pollution Prevention Plan shall be submitted for the Municipality's approval within 2 calendar months of the change(s).
- 20.13 The Municipality may designate any class of business or activity not included in Schedule "E" of this bylaw, as a subject sector Industry and may designate a date with respect to which any such subject sector shall be required to submit to the Municipality a copy of the Pollution Prevention Plan.
- 20.14 The Municipality may designate any matter as a subject pollutant and may designate a date with respect to which any Industry discharging such subject pollutant shall be required to submit to the Municipality a copy of the Pollution Prevention Plan.
- 20.15 A copy of the Pollution Prevention Plan shall be kept at all times at the premises in respect to which it was prepared and shall be available for inspection by the Municipality at any time.
- 20.16 Implementation of the Pollution Prevention Plan shall be initiated within one year of Plan approval by the Municipality.
- 20.17 No person shall discharge pollutants into the sanitary sewer without or in contravention of an approval Pollution Protection Plan or this section 20.

21. FAILURE TO COMPLY AND COST RECOVERY

- 21.1 Where a person defaults in complying with a direction, requirement or order under this By-law to do a matter or thing, an officer or agent on behalf of the Municipality may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or order at the person's expense.
- 21.2 In accordance with section 446 of the *Municipal Act, 2001* the Municipality may recover the costs, from the person directed, required or ordered to do a matter or thing under this By-law, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such costs to the tax roll and collecting them in the same manner as property taxes, and such costs shall include interest at an annual rate of 15 per cent.

- 21.3 For the purpose of subsection 21.2, interest shall be calculated for the period commencing the day the Municipality incurs the costs and ending on the day the costs including the interest are paid in full.
- 21.4 The amount the Municipality's costs incurred plus interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

22. OFFENCES, PENALTY AND FINE RECOVERY

- 22.1 Subject to subsection 22.2, any person who contravenes a provision of this By-law, and an officer or director of a corporation in the event of a contravention by a corporation, is guilty of an offence and upon conviction is liable to a fine or penalty as follows:
- (a) for a first offence, a minimum of \$100.00 and a maximum of \$5,000.00;
 - (b) for a second offence, a maximum of \$15,000.00; and
 - (c) for a third or subsequent offence, a maximum of \$30,000.00.
- 22.2 In addition to the provisions of 22.1 above, any person who contravenes any provisions of this By-law is guilty of an offence and is liable upon conviction to the set fine, set out in Schedule H exclusive of costs.
- 22.3 Any person who contravenes any order made under this by-law, or an officer or director of a corporation in the event of a contravention by the corporation, is guilty of a continuing offence upon conviction is liable to a daily fine or penalty of a maximum of \$2,500.00 for each day or part of a day that the offence continues, and despite subsection 22.1, the total of all the daily fines imposed for an offence is not limited by the maximums listed in subsection 22.1.
- 22.4 Notwithstanding Section 22.1:
- 22.4.1 where any person contravenes the same provisions of this Bylaw twice within one twelve month period, the specified penalty payable in respect to the second contravention is doubled the amount shown in Schedule H of this Bylaw in respect of that provision; and
 - 22.4.2 where any person contravenes the same provision of this Bylaw three or more times within one twelve month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule H of this Bylaw in respect of that provision.
- 22.5 If this by-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order:
- (a) prohibiting the continuation or repetition of the offence by the person convicted; and
 - (b) requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.
- 22.6 Pursuant to section 441 of the *Municipal Act, 2001* if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, including any extension of time for payment ordered under that section, the Municipality may give the person against whom the

fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty one (21) days after the date of the notice.

- 22.7 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of section 351 of the *Municipal Act, 2001*.
- 22.8 In accordance with section 441.1 of the *Municipal Act, 2001* any part of a fine owing pursuant to this by-law or a related provincial offence may be added to the tax roll for any property in the Municipality for which all of the Owners are responsible for paying the fine, and collect such fine in the same manner as municipal taxes.

23. REPEAL

- 23.1 By-laws 91-123, 55-09 and 18-10 are repealed in their entirety.
- 23.2 Notwithstanding subsection 23.1, the provisions of By-law 91-123, 55-09 and 18-10 will be deemed to continue in force and effect with respect to any and all orders, appeals or prosecutions issued, filed or commenced under that by-law, and any assessment, rate, charge, tax, fee, liability or penalty outstanding under that by-law may be collected as if that by-law had not been repealed.

24. EFFECTIVE DATE

- 24.1 This By-law shall take effect on the date of its final passage by Council.

READ A FIRST AND SECOND THIS 5TH DAY OF DECEMBER, 2016.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

READ A THIRD TIME AND FINALLY PASSED THIS 19TH day of DECEMBER, 2016

ANDREW LENNOX , MAYOR

KARREN WALLACE, CLERK

SCHEDULE "A" - PROHIBITED WASTES

1. No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer, combined sewer, municipal or private sewer connection to any sanitary sewer, combined sewer works or in land drainage works, private branch drains or connections to any storm sewer in circumstances where:
 - 1.1 the Wastewater or storm water has two or more separate liquid layers.
 - 1.2 the Wastewater or storm water contains:
 - 1.2.1 Hazardous substances;
 - 1.2.2 Combustible liquid;
 - 1.2.3 Biomedical waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated, 2004, as amended;
 - 1.2.4 specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages;
 - 1.2.5 dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent;
 - 1.2.6 Fuel;
 - 1.2.7 Ignitable Waste;
 - 1.2.8 pathological waste;
 - 1.2.9 PCBs;
 - 1.2.10 Pesticides which are not otherwise regulated in this bylaw;
 - 1.2.11 Reactive Waste;
 - 1.2.12 Toxic Substances which are not otherwise regulated in this bylaw;
 - 1.2.13 Waste Radioactive Substances in excess of concentrations greater than those specified for release to the environment under the *Nuclear Safety and Control Act* and Regulations or amended versions thereof;
 - 1.2.14 Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a sewer, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics,

wood, unground garbage, animal parts or tissues, and paunch manure;

1.2.15 carbon tetrachloride;

1.2.16 chloroform;

1.2.17 methylene chloride;

1.2.18 pentachlorophenol;

1.2.19 dioxane-1,4;

1.2.20 one or more Polycyclic Aromatic Hydrocarbons (PAH's);

1.2.21 tetrachloroethylene/Perchloroethylene (PCE);

1.2.22 trichloroethylene or another non-aqueous phase liquid (DNAPL) that could degrade into trichloroethylene; and

1.2.23 vinyl chloride or another non-aqueous phase liquid (DNAPL) that could degrade into vinyl chloride.

2. The Wastewater contains a concentration, expressed in milligrams per litre, in excess of any one or more of the limits in Schedule "B" of this Bylaw, unless:

- 2.1 the discharge is in accordance with a valid Sanitary Discharge Agreement, Extra Strength Surcharge Agreement or compliance program;
- 2.2 the discharge is authorized in a Code of Practice approved by the Municipality; or
- 2.3 all requirements of Section 7 "Additional Requirements" have been fully satisfied.

To do so may cause or result in:

a health or safety hazard to a person authorized by the Municipality to inspect, operate, maintain, repair or otherwise work on a wastewater or storm water works;

an offence under the Environmental Protection Act (Ontario) as amended from time to time, or any regulation made thereunder from time to time;

Wastewater sludge from the wastewater treatment facility works to which either wastewater discharges, directly or indirectly, to fail to meet the objectives and criteria as listed in the Environmental Protection Act (Ontario) as amended from time to time;

interference with the operation or maintenance of a wastewater works, or which may impair or interfere with any wastewater treatment process;

a hazard to any person, animal, property or vegetation;

an offensive odour to emanate from wastewater works, and without limiting the generality of the foregoing, wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour;

damage to wastewater or storm water works; or

an obstruction or restriction to the flow in wastewater or storm water works.

SCHEDULE "B" RESTRICTED WASTES SANITARY AND COMBINED SEWER DISCHARGES

Table A - CONVENTIONAL CONTAMINANTS and PHYSICAL PARAMETERS

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

Table B - ORGANIC CONTAMINANTS

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

Table C - INORGANIC CONTAMINANTS

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

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

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

SCHEDULE “D”- CODE OF PRACTICE REGISTRATION FORM FOR DESIGNATED SECTOR OPERATIONS

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

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

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

Hereby apply to: (Check one of the following)

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

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

Or

- Change an existing registration under a Code of Practice**

Reason for change:

Or

- Cancel an existing registration under a Code of Practice**

Reason for cancellation:

Operation Located at:

Postal Code:
Telephone:
Fax:
Company Name (if different from above):
Mailing Address (if different from above):
Postal Code: Telephone: Fax:

Contact Information

Owner

Name:
Telephone:
Fax:

Facility Manager

Name:
Telephone:
Fax:

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

Is this operation **connected to a municipal sanitary sewer system**?

Yes No Don't know

Is waste from this operation discharged to **pretreatment works** specified in the applicable Code of Practice?

Yes No Don't know

Does this operation use **off-site waste management** to comply with the requirements of the applicable Code of Practice?

Yes, all wastes Yes, some wastes No Don't know

3. Declaration

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

Signature:
Name (please print):
Title:
Date:

SCHEDULE “E” - SUBJECT SECTORS FOR POLLUTION PREVENTION PLANS

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

⁸ P2 means Pollution prevention

⁹ ICI is industrial, commercial or institutional sectors

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

Substance
Arsenic
Cadmium
Cobalt
Chromium
Copper
Mercury
Molybdenum
Nickel
Lead
Selenium
Zinc
Carbon tetrachloride
Chloroform
Methylene chloride
Pentachlorophenol
Dioxane-1,4
One or more Polycyclic Aromatic Hydrocarbons (PAH's)
Tetrachloroethylene/Perchloroethylene (PCE)
Trichloroethylene or another non-aqueous phase liquid (DNAPL) that could degrade into trichloroethylene
Vinyl chloride or another non-aqueous phase liquid (DNAPL) that could degrade into vinyl chloride
Additional substances, for example organic parameters, as determined by the municipality for its customer base and pollution prevention goals

SCHEDULE "G" - EXTRA STRENGTH SURCHARGE AGREEMENT

This AGREEMENT made this _____ day of _____, 2____.

BETWEEN:

TOWNSHIP OF WELLINGTON NORTH

(hereinafter called the Municipality)

ON THE FIRST PART

-and-

(hereinafter called the Industry)

OF THE SECOND PART

WHEREAS the Municipality enacted By-law No. _____

on the ___ day of _____, relating to the discharge of the wastewater into any sanitary sewer in the Municipality; and

WHEREAS the said By-law prohibits the discharge of industrial wastewater containing certain substances in quantities in excess of the limits set by the By-law but provides that the Municipality may permit the discharge of industrial waste which would otherwise be prohibited by this By-law to an extent fixed by agreement with the Municipality under such conditions with respect to payment or otherwise as may be necessary to compensate for any additional costs of treatment; and

WHEREAS the Industry carries on an industrial activity within the Municipality at premises known as

_____ which activity produces wastewater discharge in which the quantity of one or more of Biochemical oxygen demand (BOD) and or Chemical oxygen demand (COD), Total Suspended Solids (TSS), Oil & Grease of animal or vegetable origin (O&G), Total Phosphorus (TP), and Total Kjeldahl Nitrogen (TKN) is above the acceptable limits set out in Schedule B of this By-law which results in an increase in cost of treatment at the Municipalities wastewater works.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT the parties hereto mutually agree as follows:

1. Throughout the duration of this Agreement the quantity of wastewater discharge by the Industry for the premises to the sanitary sewer system will not exceed _____ cubic meters per day and the rate of which wastewater is discharged will not exceed _____ cubic meters per hour.

2. Throughout the duration of this agreement only, the quality of the wastewater discharged by the Industry to the sanitary sewer system may exceed the limits set out in Schedule B of this By-law with respect to the quantity of Biochemical oxygen demand (BOD) and or Chemical oxygen demand (COD), Total Suspended Solids (TSS), Oil & Grease of animal or vegetable origin (O&G), Total Phosphorus (TP), and Total Kjeldahl Nitrogen (TKN) provided that they shall not exceed the following limits at any time:

(a) BOD	_____	milligrams/litre
(b) COD	_____	milligrams/litre
(c) Total suspended solids	_____	milligrams/litre
(d) Oil & Grease (animal & vegetable)	_____	milligrams/litre
(e) Total Phosphorous	_____	milligrams/litre
(f) Total Kjeldahl Nitrogen	_____	milligrams/litre

3. The discharge of wastewater by the Industry that is in excess of the limits as set out in clause (2) of this agreement shall constitute a contravention of this agreement and thus a contravention of this By-law.
4. (1) The Industry shall install and maintain suitable measuring devices approved by the Designated Sewer Officer in order to measure the quantity of wastewater and all wastewater covered in this agreement shall flow through these measuring devices. The measuring devices shall be positioned in the sanitary sewer monitoring access point located farthest downstream on the sanitary sewer lateral, and located at a point just prior to entry into the Municipal sanitary sewer system or at a sampling point mutually agreed to by the Designated Sewer Officer and the Industry.
- (2) Where, in the opinion of the Designated Sewer Officer it is impractical to install and maintain suitable measuring devices in order to measure the quantity of the wastewater, then the Designated Sewer Officer may permit the utilization of water consumption records or such other method as deemed appropriate as a basis of estimating the quantity of wastewater flowing to the sewers.
- (3) Any measuring device for measuring the quantity of wastewater shall be read by persons appointed by the Municipality for the purpose of calculating the extra-strength surcharge fee under this agreement.
- (4) The Industry agrees to conduct the sampling program for the purposes of assessing the quality of the wastewater being discharged pursuant to this agreement. The Industry shall conduct the sampling program in accordance with Section 18 defined in this By-law, current at the date of testing. The Industry acknowledges and agrees that the sampling program requirements may be changed by the Designated Sewer Officer at any time during the term of this agreement and renewals thereof if, in the sole opinion of the Designated Sewer Officer such change(s) is/are necessary.
- (5) If the Industry fails to comply any of the requirements of the sampling protocol, the Designated Sewer Officer may terminate this agreement within 10 days written notice.
5. Subject to the right of termination proved for herein, this agreement shall remain in force from _until December 31st, __, and may be renewed on January 1st,_____, and annually thereafter, on the same terms and conditions provided the parties so agree in

writing.

6. This agreement may be terminated by the Municipality at any time upon 30 days written notice if the wastewater being discharged by the Industry is:
 - (1) causing a health or safety hazard to a wastewater treatment facility operator;
 - (2) causing damage to the sewers, materially increasing sewer maintenance costs or causing a dangerous condition;
 - (3) causing damage to the wastewater treatment process or causing dangerous condition in the treatment works;
 - (4) causing the sludge from the wastewater works to fail to meet criteria relating to contaminants for spreading the sludge on agricultural land under the current Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land;
 - (5) causing the wastewater works effluent to contravene any requirement by or under the Ontario Water Resources Act, R.S.O. 1990, c.0.40, as amended, repealed or replaced from time to time or the Environmental Protection Act, R.S.O 1990, c. E.19, as amended; repealed or replaced from time to time;
 - (6) causing a hazard to any person, animal, property, or vegetation;
 - (7) contrary to this By-law in any way other than as provided in this Agreement.
7. This agreement may be immediately terminated by the Municipality at any time where there is an emergency situation of immediate threat or danger to any person, property, plant or animal life, or waters.
8. This agreement may be terminated by the Industry at any time on 30 days written notice.
9. If at any time the Industry fails to comply with the provisions of this Agreement, the Municipality shall terminate the Agreement by written notice at which point the Industry shall comply with the provisions of this By-law.
10. The Industry agrees to pay to the Municipality a fee based on an excess B.O.D. of ___milligrams/litre, an excess of C.O.D. of ___milligrams/litre, an excess of total suspended solids of ___illigrams/litre, an excess of Oil & Grease of _____ milligrams/litre, an excess of total phosphorous of ___milligrams/litre, and an excess of Kjeldahl Nitrogen of ___milligrams/litre. The quantity of the sewage discharged shall be determined as set out in section 4 of this agreement. The extra-strength discharge fee for each quarter shall be based on the additional costs of treatment of the aforementioned sewage as set by the Municipality annually.
11. The Industry shall pay to the Municipality a quarterly fee for the amount of Extra Strength surcharge being discharged into the wastewater system and such fee shall be in the amount determined using the Extra Strength Surcharge Fee Formula in accordance with the surcharge rate as set out in the Municipality's Fees and Charges Schedule, as may be amended from time to time.

12. The Extra Strength Surcharge Fee Formula is as follows:

The excess concentration of each parameter is multiplied by the daily volume of the discharge and the current surcharge rate. The total surcharge is the sum of the surcharge fee associated with each parameter. The surcharge rate is applied to each parameter and represents the cost of wastewater treatment per kilogram of contaminant loading.

The surcharge fee for each parameter is calculated using the limits contained in Schedule "B" Table A of this By-law as follows:

Parameter Surcharge Fee

$$= (\text{actual concentration mg/l} - \text{parameter limit mg/l}) \times (\text{flow m}^3/\text{d}) / 1000 \times \text{rate}$$

(\$/kg) The total surcharge is the sum of the surcharge fee for each parameter.

13. The Industry agrees to pay to the Municipality, interest on overdue amounts as referenced in the Fees and Charges By-law and that interest will be charged after each 30 day interval for the outstanding remaining amount.

14. If the Industry fails to pay for more than two months the overdue amount, the Municipality may decide to terminate this Agreement, however such termination does not relieve the Industry from its liability to make such payments.

15. This Agreement shall ensure to the benefit of, and be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands of their respective proper officers in that behalf duly authorized.

SIGNED, SEALED AND DELIVERED in the presence of:

COMPANY NAME

AUTHORIZED SIGNATURE(S)

Date
TOWNSHIP OF WELLINGTON NORTH

Designated Sewer Officer (or designate)

Date

SCHEDULE "H"
The Corporation of the Township of Wellington North
PART I Provincial Offences Act
Bylaw 095-16: Sewer Use

Item	Short Form Wording	Provision Creating of Defining Offence	Set Fine
1	Discharge wastewater into the sanitary sewer that may interfere with the operation and maintenance of the treatment	2.1 (Schedule "A")	\$500.00
2	Discharge wastewater into the sanitary sewer that may be harmful to a person, animal, property or vegetation	2.1 (Schedule "A")	\$500.00
3	Discharge wastewater into the sanitary sewer that may cause/result in obstructing or restricting flows	2.1 (Schedule "A")	\$500.00
4	Discharge wastewater into the sanitary sewer that has two or more separate liquid layers	2.1 (Schedule "A" 1.1)	\$500.00
5	Discharge prohibited substance matter into the sanitary sewer	2.2	\$1000.00
6	Discharge wastewater into the sanitary sewer which contains concentrations above the allowable limits as set out in Schedule B without the proper approvals/permits	2.3	\$1000.00
7	Discharge into the storm sewer, any matter or at any temperature or in any quantity that may interfere with the proper operation	3.1.1(a)	\$500.00
8	Discharge into the storm sewer, any matter or at any temperature or in any quantity that may cause/result in obstructing or restricting flows	3.1.1(b)	\$500.00
9	Discharge into the storm sewer, any matter or at any temperature or in any quantity that may be harmful to a person, animal, property or vegetation	3.1.1(c)	\$500.00
10	Discharge into the storm sewer, any matter or at any temperature or in any quantity that may impair the quality of any	3.1.1(d)	\$500.00
11	Discharge into the storm sewer, any matter or at any temperature or in any quantity that may contravene an approval, requirement or direction under the Ontario Resource Act or the Environment Protection Act	3.1.1(e)	\$500.00
12	Discharge prohibited substance matter into the storm sewer	3.5	\$500.00
13	Discharge mater into the storm sewer which contains concentrations above the allowable limits as set out in Section 3 without the proper approvals/permits	3.1.2	\$1000.00
14	Discharge wastewater into the sanitary sewer where water has been added for the purpose of dilution to achieve compliance with Schedule B	4.1	\$500.00
15	Discharge matter into the storm sewer where water has been added for the purpose of dilution to achieve compliance with Section 3	4.2	\$500.00
16	Fail to comply with a monitoring protocol as directed by the Municipality	6.1	\$500.00

17	Discharge wastewater into the sanitary sewer without the proper food related grease interceptor installed	7.1.2	\$500.00
18	Failing to monitor, operate, properly maintain and clean each food related grease interceptor as required	7.1.3	\$500.00
19	Failing to ensure that wastewater does not exceed the maximum allowable concentration limits for food related grease as set out in Schedule B	7.1.1	\$500.00
20	Fail to install the proper vehicle and equipment service oil and grease interceptor	7.2.1	\$500.00
21	Failing to monitor, operate, and properly maintain each vehicle and equipment service oil and grease interceptor as required	7.2.2	\$500.00
22	Failing to ensure that wastewater does not exceed the maximum allowable concentration limits for vehicle and equipment service oil and grease as set out in Schedule B	7.2.1	\$500.00
23	Discharge wastewater into the storm sewer without the proper sediment interceptor installed	7.3.2	\$500.00
24	Failing to maintain each sediment interceptor as required	7.3.3	\$500.00
25	Failing to ensure that wastewater does not exceed the maximum allowable concentration limits for sediment as set out in Schedule "B"	7.3.1	\$500.00
26	Discharge amalgam waste into the sanitary sewer or without the proper amalgam separator installed and maintained	7.4.1	\$500.00
27	Failing to monitor, operate, properly maintain and clean each amalgam separator as required	7.4.4	\$500.00
28	Discharge wastewater into the sanitary sewer through the use of a food waste grinder	7.5.1	\$500.00
29	Failing to install a pre-treatment treatment facility	7.6.1	\$500.00
30	Discharge hauled wastewater into the sanitary sewer without the proper approvals/permits	8.1	\$500.00
31	Failing to discharge hauled wastewater at an approved location	8.2.1	\$1000.00
32	Discharge hauled waste into the sanitary sewer without the proper approvals/permits	9.1.1	\$500.00
33	Failing to discharge hauled waste at an approved location	9.1.5	\$1000.00
34	Discharge of non-contact cooling water or uncontaminated water into the sanitary sewer	10.1	\$500.00
35	Discharge of water originating from a source other than the Municipal water supply into the sanitary sewer without the proper approvals/permits	11.1	\$500.00
36	Fail to report a spill event	12.1	\$500.00
37	Fail to manage, control, and contain a spill in order to protect the health and safety of citizens, neighboring properties, and the environment	12.3	\$1000.00
38	Fail to clean up a spill and the contaminants, restoring the affected area to its original condition prior to the spill	12.3	\$500.00
39	Obstructing an Designated Sewer Officer in the exercise of their powers or duties	13.2	\$500.00

40	Unauthorized connection/disconnection or alteration to a sanitary sewer or storm sewer	14.4	\$500.00
43	Connection of rain water leaders, storm water leader, ground water drainage or sump pump lateral directly or indirectly to the sanitary sewer	14.5	\$500.00
44	Fail to provide requested information to the Municipality as directed	15.4	\$500.00
45	Fail to install and maintain in each connection a suitable monitoring access point to allow monitoring, sampling and flow measurement of the sewage, uncontaminated water or storm water therein	16.4	\$500.00
46	Uncovering, opening, breaking, altering, removing, damaging, destroying or tampering with a monitoring access point	16.5	\$500.00
47	Discharge Extra Strength matter into the sanitary sewer without the proper approval/permits	2.1.5	\$1000.00
48	Discharge wastewater into the sanitary sewer or storm sewer that does not comply with a specified compliance program	2.1	\$500.00
49	Discharge wastewater into the sanitary sewer or storm sewer without complying with a condition in a written approval	2.1	\$500.00
50	Discharge of pollutants into the sanitary sewer without an approved Pollution Prevention Plan in place	20.17	\$500.00

Note: the general penalty provisions for the offences listed above is section 22 of bylaw 095-16, certified copies of which have been filed and s. 61 of the Provincial Offences Act, R.S.O. 1990, c. P. 33

APPENDIX "A" - DISCHARGE APPLICATION AND DISCHARGE PERMIT FORMS

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

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

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

The completed form is to be forwarded to:
Attention: Designated Sewer Officer, Municipality of the Township of Wellington North,
Director of Public Works, Public Works Department,
7490 Sideroad 7 West, P.O. Box 125, Kenilworth, Ontario N0G 2E0

Please print clearly while completing the form.

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

8	Location of Process units? Storage of raw materials? Storage of intermediate products? Storage of final products?	Inside / Outside / Outside but covered Inside / Outside / Outside but covered Inside / Outside / Outside but covered Inside / Outside / Outside but covered
9	Does the site have any of the following programs in place to address discharges to the sewer system?	
	Pollution prevention	Yes / No
	Best Management Plan	Yes / No
	Environmental Management System	Yes / No
	Other program / practices	Yes / No
Date form completed : Name and Title of Company Representative: Signature of Authorized Company Representative		
Note: Completion of the "Complete Discharger Information Report" may be required based on this report and/or subsequent verification of the site by the Municipality. For Municipality use only - date completed form received :		

Form #2 Detailed Discharger Information Report

The Corporation of the Township of Wellington North Sewer Use Program

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

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

The completed form is to be forwarded to:

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

Please note the following:

Print clearly while completing the form.

Additional information and attachments - are required.

Indicate what material has been attached to ensure that the municipality is aware of all the information provided.

The Detailed Discharger Information Report	
1	Name of Company
2	Address of Company Phone: Fax:
3.	Owner of property (if different from Company listed above) Phone: Fax:
4	General Site Operation Information Number of Employees involved in plant: office: other: Total: Number of Shifts per day: Number of operating days per week:
5	Description of Product(s) or Service Include Standard Industrial Code (SIC) - state if SIC is Canadian or American
6	Description of the Process(es) used in the Manufacturing or Servicing Include characteristics such as Batch (how many per time period), Continuous, or Both (explanation to be provided), Seasonal Production Cycles, Specific Clean-up Periods and Clean-up Activities, Production Rates

7	<p>Average Daily Water Use and Sources</p> <p>Municipal Supply Yes / No _____m3/day Estimated or Measured Surface Water** Yes / No _____m3/day Estimated or Measured Groundwater* Yes / No _____m3/day Estimated or Measured Other sources** Yes / No _____m3/day Estimated or Measured</p> <p>If flow rate varies significantly provide peak flow rates per day and month and explanation.</p> <p>* Provide copy of the Permit to Take Water [<i>or other documentation per relevant jurisdictional requirements</i>]</p> <p>** If 'Yes' - provide explanation as an attachment.</p>
8	<p>Discharge Points from Site</p> <p>List all liquid effluent discharge points from the site and average daily flow for each point in cubic metres per day of sanitary, noncontact cooling water, process wastewater, contact cooling water and other discharge water to the sanitary sewer, combined sewer, storm sewer, groundwater, surface water, evaporation losses (if applicable), and percent of water in final manufactured product (if significant and applicable to the site).</p> <p>For example: process wastewater from manufacturing line to sanitary sewer at an average daily flow of 200 m3/day (measured)</p>
9	<p>Known Characteristics of Discharges</p> <p>Provide existing data on the chemical composition and constituent concentrations of the discharges listed above in #8</p>
10	<p>Physical Layout</p> <p><input type="checkbox"/> Provide sketch of property (to scale or approximate) showing buildings, pretreatment works, property boundaries, effluent lines, and connections to sanitary, combined and storm sewers.</p> <p><input type="checkbox"/> Please identify sewers as listed on the Parameter Information Form as completed above.</p> <p><input type="checkbox"/> Layout may be attached as separate document - leave note to indicate submission with this form.</p> <p><input type="checkbox"/> A flow diagram of the site flows/processes is also required.</p>
11	<p>Generation Registration Information</p> <p>Provide any Generator Registration Numbers that the site has under the requirements of the governing jurisdiction [<i>For example, Ontario Regulation 347 under the Environmental Protection Act</i>]</p>

<p>12</p>	<p>Extra Strength Surcharge Agreements (ESSA)</p> <p>Does the site have an existing ESSA with the Municipality? Yes / No Did the site previously have an ESSA with the Municipality? Yes / No</p> <p>If yes, to either question – Attach a copy of each agreement to this form.</p>
<p>13</p>	<p>Pretreatment of Discharges Prior to Discharge</p> <p>Does the site have any pretreatment systems for process effluents prior to discharge to the sewer system? Yes / No</p> <p>If yes – attach copy of each to the form and explanation for implementation.</p>
<p>14</p>	<p>Does the site have any of the following programs addressing discharges to the sewer system in place?</p> <p>Pollution prevention Yes / No Best Management Plan Yes / No Environmental Management System Yes / No Water Conservation Yes / No Other program / practices Yes / No</p> <p>If yes - attach copy of each to the form and explanation for implementation.</p>
<p>Date form completed:</p> <p>Name and Title of Company Representative:</p> <p>Signature of Authorized Company Representative:</p>	
<p>The information submitted in this form may subject to verification by the municipality:</p> <p>For Municipality use only Date completed form received:</p> <p>Date information verified/approved:</p>	

Form #3 The Corporation of the Township of Wellington North Waste Discharge Permit

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

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

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

A. STANDARD CONDITIONS

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

B. MAINTENANCE AND OPERATION OF WORKS AND PROCEDURES

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

C. EMERGENCY PROCEDURES

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

D. BY-PASSES

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

E. DISCHARGE MONITORING

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

F. pH MONITORING

Enforcement of pH levels, as listed in this Permit, shall be based on grab samples. The Permittee should be aware that pH levels measured in a composite sample [if required] will provide an average

pH of the waste stream and will not indicate the total range of pH in the effluent. The Permittee is encouraged to do periodic grab sample pH analyses to ensure permit compliance.

G. DISCHARGE SAMPLING AND ANALYSES

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

1. Continuous Discharges

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

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

2. Continuous and Batch Discharges

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

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

[insert parameters]

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

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

[insert parameters]

3. Sample Analysis

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

H. LOCATION OF APPROVED SAMPLE POINTS

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

SAMPLE POINT NO. DESCRIPTION
Sample Point 1 _____
Sample Point 2 _____

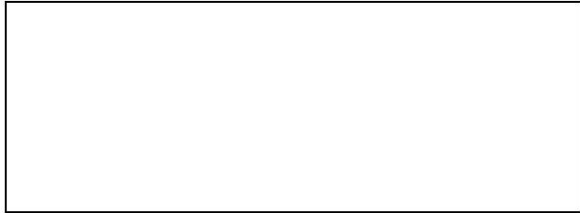
PHOTOGRAPH OF APPROVED SAMPLING POINT SUPPLIED BY PERMITTEE

I. AUTHORIZED DISCHARGE CHARACTERISTICS

1. Authorized Rate of Discharge

The Permittee shall not exceed the following:

[insert flow rates]



2. Authorized Discharge Criteria

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

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

[insert Parameter Authorized Range or Maximum Concentration]
Compliance with the above-noted exceptions is to be achieved by: _____

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

J. AUTHORIZED WORKS AND PROCEDURES

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

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

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

SOURCE COMPLETION DATE WORKS & PROCEDURES

1. _____
2. _____

K. REPORTING REQUIREMENTS FOR WASTE DISCHARGE PERMIT

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

a) The Permittee shall submit the results of effluent sampling (as required by the Designated Sewer Officer) to the Designated Sewer Officer at the following frequency *[insert frequency]*.

b) By not later than _____, the Permittee shall submit a written report outlining the specifications of the flow monitoring device or method used to determine the discharge flow rate.

c) Additional reporting shall be undertaken by the Permittee when required by the Designated Sewer Officer. *[i.e. insert reporting requirements for compliance programs, status on pollution prevention activities, etc.]*

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

BY-LAW NUMBER 099-16

**BEING A BY-LAW TO APPOINT AN ENUMERATOR FOR THE
LICENSING OF DOGS IN THE TOWNSHIP OF WELLINGTON
NORTH**

WHEREAS, the Township of Wellington North deems it expedient to appoint an enumerator for the licensing of dogs;

**THEFORE THE COUNCIL OF THE TOWNSHIP OF WELLINGTON NORTH
ENACTS AS FOLLOWS:**

1. That the Corporation of the Township of Wellington North enter into an agreement with Karyn Foster with respect to the provision of Enumerator services for the licensing of dogs, attached hereto as Schedule "A".
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said to agreement and all other documentation required.
3. That this by-law shall come into force and take effect upon being passed by Council.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
19th DAY OF DECEMBER 2016.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE "A"
AGREEMENT

BETWEEN:

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

And

KARYN FOSTER

WHEREAS the Parties hereto wishes to clarify its obligations to the other Party with respect to the duties and remuneration for provision of Enumeration Services for the licensing of dogs in Wellington North.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants of each Party agree as follows:

1. The Township of Wellington North agrees to pay to Karyn Foster or designate a stipend of \$10.00 per license sold and tag issued between January 1 and June 30, 2017 being the "enumeration period" in one payment at the end of the enumeration period.
2. The Township of Wellington North agrees to pay Karyn Foster or designate a stipend of \$10.00 per license sold and tag issued after the enumeration period, provided the individual obtaining the license and tag was enumerated by Karyn Foster or designate.
3. Wellington North agrees to cease issuing licenses and tags at all locations during the enumeration period, except at the Kenilworth municipal office and through the animal control officer for Wellington North.
4. Wellington North agrees to supply all tags and licensing documentation required to Karyn Foster to complete the enumeration, including a complete list of all licenses and tags issued from January 1, 2017 to March 31, 2017.
5. Karyn Foster agrees to enumerate the entire municipality of Wellington North commencing on or around April 1, 2017 and completing the enumeration no later than June 30, 2017, unless there are extenuating circumstances.

- 6. Karyn Foster shall ensure that any employees contracted, including herself, to enumerate the municipality shall produce identification with the Wellington North logo, name and picture of contract employee as provided by Wellington North, as proof they are working on behalf of Wellington North.
- 7. Karyn Foster agrees to remit to Wellington North, on a weekly basis, proof of license and tags issued to each dog owner together with the fees collected.
- 8. Karyn Foster agrees to provide a vulnerable records check to the Township for any individual who will be employed in conducting enumeration services for the licensing of dogs in Wellington North.
- 9. Contact information for both parties is as follows:

The Township of Wellington North
 7490 Sideroad 7 W, P.O. Box 125
 Kenilworth, ON N0G 2E0
 519-848-3620

Karyn Foster
 144021 RR # 1 Holstein Ont N0G 2A0

IN WITNESS WHEREOF each of the parties hereto affixed its corporate seal as attested to by the proper officers duly authorized in that behalf;

SIGNED and sealed this _____ of _____, 201

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

 Andrew Lennox, Mayor

 Karren Wallace, Clerk

SIGNED and sealed this _____ of _____, 201

KARYN FOSTER

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 100-16

BEING A BY-LAW TO REGULATE AND PROVIDE FOR THE KEEPING, CONTROL AND LICENSING OF DOGS WITHIN THE TOWNSHIP OF WELLINGTON NORTH AND REPEAL BY-LAW 34- 13

WHEREAS the Council of The Corporation of the Township of Wellington North has deemed it necessary to pass a by-law regulating or prohibiting the keeping of dogs and the establishment of kennels and to provide for the leashing, muzzling, licensing and control of dogs and the licensing of kennels.

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

1. DEFINITIONS

- 1.1 **Animal Control Officer** - shall mean the person or persons appointed by the Council to enforce this By-law and includes the person appointed by the Municipality to control dogs and any servants or agents of such person, any peace officer having jurisdiction within the Municipality.
- 1.2 **At Large** – shall mean the location of a Dog when it is found in any place other than the premises of the Owner of the Dog and not under the control of any person;
- 1.3 **Clerk** means the Clerk of The Corporation of the Township of Wellington North.
- 1.4 **Council** means the Council of The Corporation of the Township of Wellington North.
- 1.5 **Dangerous Dog** - shall mean:
 - 1.5.1 a Dog, that in the absence of any Mitigating Factor, has attacked, bitten or caused injury to a person or has demonstrated a propensity, tendency or disposition to do so;
 - 1.5.2 a Dog that, in the absence of any Mitigating Factor, has significantly injured a domestic animal, or

- 1.5.3 a Dog previously designated as a Potentially Dangerous Dog that is kept or permitted to be kept by its Owner in violation of the requirements for such Dog.
- 1.6 **Dog** - shall mean any member of the species canis familiaris which is over twelve (12) weeks of age;
- 1.7 **Farm Dog** - shall mean a dog which is actively herding farm animals, such as cattle or sheep and such Dog is under the control of its Owner;
- 1.8 **Guide Dog** - shall mean a Dog trained as a guide for a disabled person and having the qualifications prescribed by the regulations to the Blind Persons' Rights Act, R.S.O. 1990, c.B.7, or having certification by Hearing Ear Dogs of Canada or Special Skills Dogs of Canada;
- 1.9 **Hunting Dog** - shall mean a Dog properly licensed through the Ministry of Natural Resources for the purpose of hunting moose, deer or raccoons, while hunting pursuant to the Provincial regulations;
- 1.10 **Kennel** - means a place where more than 3 dogs are housed, groomed, bred, boarded, trained, sold or kept for hunting and includes both Boarding Kennels and Breeding Kennels on a lot or parcel which is 25 acres or greater in size within an Agricultural Zone of the Municipality's Zoning by-law and which are licensed under the provisions of this By-law;
- 1.11 **Mitigating Factor** - shall mean a circumstance which excuses aggressive behaviour of a Dog and, without limiting the generality of the foregoing, may include circumstances where:
- 1.11.1 the Dog was, at the time of the aggressive behaviour, acting in defense to an attack by a person or domestic animal;
- 1.11.2 the Dog was, at the time of the aggressive behaviour, acting in defense of its young or to a person or domestic animal trespassing on the property of its Owner; or
- 1.11.3 the Dog was, at the time of the aggressive behaviour, being teased, provoked, or tormented.
- 1.12 **Muzzle** - shall mean a humane fastening or covering device that is of adequate strength placed over a Dog's mouth to prevent it from biting and which has been or is approved by an Animal Control Officer.

- 1.13 **Noise** - shall mean the sound made by any Dog which unreasonably disturbs the peace, quiet, comfort or repose of any person in any dwelling unit for a period longer than ½ hour, more than twice in seven days;
- 1.14 **Owner** - shall mean any person, group of persons, partnership or corporation who or which possesses or harbours a dog; the words "own", "owns" or "owned", shall have a corresponding meaning, and shall include a person or persons who are temporarily the keeper of dogs; and where the Owner is a minor, shall include the person or persons having the custody of the minor;
- 1.15 **Police Working Dog** - shall mean a Dog trained to aid Law Enforcement Officers and which Dog is actually being used for Police Work purposes for the protection of the public, including the investigation of crime and the apprehension of law violators;
- 1.16 **Potentially Dangerous Dog** -shall mean:
- 1.16.1 Dog that, in the absence of any Mitigating Factor, chases or approaches any person or domestic animal, anywhere other than on the property of the Owner, in a menacing fashion or apparent attitude of attack, including, but not limited to, behavior such as growling or snarling; or
- 1.16.2 Dog that has been impounded by the Animal Control Officer or for whom the Owner has been convicted on a total of three occasions within a twenty-four (24) month period for such Dog being At Large in the Municipality.
- 1.17 **Pound** - includes a veterinary facility or other place(s) designated by resolution of the Council of the Municipality;
- 1.18 **Pound Fee** includes any daily charge that may be collected by the operator of a Pound;
- 1.19 **Pound Keeper** - shall mean the person, or persons, or agency that act as keeper of the Pound;
- 1.20 **Township** - shall mean The Corporation of the Township of Wellington North
- 1.21 **Zoned** means a land use designation in a zoning by-law passed under the provisions of the Planning Act, R.S.O. c. P. 13, as amended.

2. DOGS RUNNING AT LARGE

- 2.1 Every Owner shall keep his or her Dog under restraint at all times.
- 2.2 No person shall allow a Dog to run at Large in the Township.
- 2.3 A Dog shall not be considered running At Large if it is actively engaged in the performance of its trained duties and,
 - 2.3.1 a Guide Dog;
 - 2.3.2 a Police Working Dog;
 - 2.3.3 a Hunting Dog; or
 - 2.3.4 a Farm Dog.
- 2.4 Any Dog found running At Large contrary to this by-law may be seized and impounded by an Animal Control Officer.
- 2.5 An Animal Control Officer may enter on any public property, or private property with the consent of the Owner or tenant, for the purpose of capturing any Dog running At Large.

3. IMPOUNDMENT

- 3.1 It shall be the duty of the Animal Control Officer to respond to calls regarding Dogs running At Large and, where possible:
 - 3.1.1 return them to the Owner's residence as shown on municipal licensing records; or
 - 3.1.2 if no records exist, impound the Dog.
- 3.2 The Owner of every Dog impounded, if known, whether or not the Dog is claimed by the Owner from the pound, shall be liable for the payment of the Pound Fee, the boarding fee, and any euthanasia and disposal fees applicable, and shall pay all fees on demand to the Township.
- 3.3 Where at the end of seventy-two (72) hours after being impounded, exclusive of Sundays and holidays and the day of impoundment, possession of the Dog has not been restored to the Owner, the operator of the Pound may dispose of the dog in accordance with the provisions of the *Animals for Research Act*, R.S.O. 1990, c. A. 22, as amended.
- 3.4 No Dog shall be returned to its Owner unless it has been licensed for the current year in accordance with the provisions of this by-law and the

municipal fees and charges by-law and all impound and boarding fees are paid in full.

- 3.5 Where a Dog is seized and impounded, is injured or should be destroyed without delay for humane reasons, or for the safety of persons or animals, an Animal Control Officer may dispose of, or have the Dog disposed of as soon after seizure as deemed fit, in a humane manner without permitting any person to reclaim the Dog or animal or without offering it for sale and in that event no damages or compensation shall be recoverable on account of its disposition.
- 3.6 Where a Dog is alleged to have bitten any person or domestic animal, such dog may be impounded and held by the Pound until proceedings under the:
- 3.6.1 *Dog Owners' Liability Act*, R.S.O. 1990, c. D. 16, as amended, have been followed, provided that no dog shall be so impounded or held for a period in excess of twenty-one (21) days unless otherwise ordered by a court of competent jurisdiction; or
- 3.6.2 under the provisions of this by-law.

4. DESIGNATING POTENTIALLY DANGEROUS DOGS

Where an Animal Control Officer designates a Dog as a Potentially Dangerous Dog, the Animal Control Officer shall serve notice upon the Owner of such Dog requiring the Owner, upon receipt of such notice, to comply with any or all of the following requirements:

- 4.1 shall keep the Potentially Dangerous Dog, when it is on the lands and premises of the Owner, confined:
- 4.1.1 within the Owner's dwelling and under the effective control of an adult; or
- 4.1.2 in an enclosed pen constructed with a secure top and sides and either a secure bottom effectively attached to the sides or sides embedded in the ground to a minimum depth of 30 centimeters or as otherwise approved by the Animal Control Officer. The pen shall provide humane shelter for the Potentially Dangerous Dog while preventing it from escaping there from and preventing the entry therein of unsupervised children;

- 4.2 keep the Potentially Dangerous Dog under the effective control of an adult person and under leash, such leash to be approved by the Animal Control Officer and not to exceed 1.8 meters in length, at all times when it is not confined in accordance with subsection 4.1.1;
- 4.3 securely attach a Muzzle to the Potentially Dangerous Dog at all times when it is not confined in accordance with subsection 4.1.1;
- 4.4 permit the Animal Control Officer to insert a microchip implantation in the Potentially Dangerous Dog for the purpose of identifying the Potentially Dangerous Dog;
- 4.5 provide the Animal Control Officer with the new address and telephone number of the Owner within two (2) working days of moving the Potentially Dangerous Dog;
- 4.6 provide the Animal Control Officer with the name, address and telephone number of the new Owner within two (2) working days of selling or giving away the Potentially Dangerous Dog;
- 4.7 advise the Animal Control Officer within two (2) working days of the death of the Potentially Dangerous Dog;
- 4.8 advise the Animal Control Officer forthwith if the Potentially Dangerous Dog is running At Large or has bitten or attacked any person or animal; and
- 4.9 purchase and display at the entrances to the Owner's dwelling a warning sign provided by the Animal Control Officer. The sign shall be posted in such a manner that it cannot be easily removed by passersby and shall be clearly visible to a person approaching the entrance.

5. DESIGNATING DANGEROUS DOGS

Where an Animal Control Officer designates a Dog as a Dangerous Dog, the Animal Control Officer shall serve notice upon the Owner of such Dog requiring the Owner, upon receipt of such notice, to comply with the following requirements and the Owner shall comply with the said requirements:

- 5.1 keep the Potentially Dangerous Dog, when it is on the lands and premises of the Owner, confined:
 - 5.1.1 within the Owner's dwelling and under the effective control of an adult; or

- 5.1.2 in an enclosed pen constructed with a secure top and sides and either a secure bottom effectively attached to the sides or sides embedded in the ground to a minimum depth of 30 centimeters or as otherwise approved by the Animal Control Officer. The pen shall provide humane shelter for the Potentially Dangerous Dog while preventing it from escaping there from and preventing the entry therein of unsupervised children;
- 5.2 keep the Potentially Dangerous Dog under the effective control of an adult person and under leash, such leash to be approved by the Animal Control Officer and not to exceed 1.8 meters in length, at all times when it is not confined in accordance with subsection 5.1.1;
- 5.3 securely attach a Muzzle to the Potentially Dangerous Dog at all times when it is not confined in accordance with subsection 5.1.1;
- 5.4 permit the Animal Control Officer to insert a microchip implantation in the Potentially Dangerous Dog for the purpose of identifying the Potentially Dangerous Dog;
- 5.5 provide the Animal Control Officer with the new address and telephone number of the Owner within two (2) working days of moving the Potentially Dangerous Dog;
- 5.6 provide the Animal Control Officer with the name, address and telephone number of the new Owner within two (2) working days of selling or giving away the Potentially Dangerous Dog;
- 5.7 advise the Animal Control Officer within two (2) working days of the death of the Potentially Dangerous Dog;
- 5.8 advise the Animal Control Officer forthwith if the Potentially Dangerous Dog is running At Large or has bitten or attacked any person or animal; and
- 5.9 purchase and display at the entrances to the Owner's dwelling a warning sign provided by the Animal Control Officer. The sign shall be posted in such a manner that it cannot be easily removed by passersby and shall be clearly visible to a person approaching the entrance.
- 5.10 The Owner of a Dangerous Dog shall not keep or harbour the Dangerous Dog in a multiple dwelling or a lodging house, and, where the Owner's dwelling is a multiple dwelling or a lodging house, the

Dangerous Dog may be kept or harboured at other premises for the purpose of subsection 5.1 and subject to all other provisions of this section 5.

6. LICENSING AND REGISTRATION OF DOGS

- 6.1 No person or persons shall own, harbour or keep more than three Dogs per dwelling unit in areas zoned other than agricultural and on lots or parcels containing less than 25 acres of land.
- 6.2 No person or persons shall own, harbour or keep more than ten Dogs per dwelling unit in areas zoned agricultural.
- 6.3 The provisions of 6.1 and 6.2 do not apply to:
 - 6.3.1 an animal hospital owned and operated by a veterinarian licensed by the Ontario Veterinary Association,
 - 6.3.2 a pet store;
 - 6.3.3 an Ontario Humane Society Shelter or the Pound which complies with this by-law;
 - 6.3.4 a licensed Kennel; or
 - 6.3.5 any Owner or occupier of premises, who, as of September 25th, 2000 had more than three (3) Dogs on a property, may continue to maintain those Dogs on that property provided that those original three (3) Dogs, may not be replaced after their disposition.
- 6.4 No person shall own or harbour any Dog without having obtained a license and dog tag for the Dog from the Township, in accordance with the fees and charges by-law.
- 6.5 The license shall be taken out annually on or before January 15th of each year and shall expire on December 31st.
- 6.6 Every dog tag shall bear the serial number and the year in which it was issued and a record shall be kept by the Township showing the name, address and telephone number of the Owner, the serial number of the tag and information to identify the Dog.
- 6.7 No person shall use a tag on a Dog other than the Dog for which such tag is issued.

- 6.8 No license or registration shall be transferable and the license and registration referred to herein shall expire and become void upon the sale, death or other disposal of a Dog to which such license and registration relates.
- 6.9 No person other than the Owner of the Dog shall remove the tag from such Dog.
- 6.10 The Owner shall keep the dog tag securely fixed on the Dog at all times.
- 6.11 A fee shall be charged for the replacement of a lost dog tag as set out in the Township's fees and charges by-law

7. KENNELS

- 7.1 Every Owner or Operator of a Kennel shall no later than the 15th day of January in each year apply for a Kennel License. No person shall own or operate a Kennel without a Kennel License.
- 7.2 The fee for a Kennel License shall cover all Dogs owned and maintained by the Kennel Owner or Operator.
- 7.3 Every person who owns or operates a Kennel shall comply with the applicable by-laws of the Township. No Kennel License shall be issued unless such Kennel complies with the by-laws of the Township. Where an Owner or Operator of a Kennel fails to comply with a by-law of the Township, the Kennel License may be suspended or revoked.
- 7.4 Every person who owns or operates a Kennel shall permit an Animal Control Officer, upon production of proper identification, to enter and inspect the Kennel at all reasonable times for the purposes of determining compliance with the license and the provisions of this by-law or any other by-laws of the Township applicable to a Kennel.
- 7.5 Every person who owns or operates a Kennel shall have regard to the guidelines set out in "A Code of Practice for Canadian Kennel Operations", (Canadian Veterinary Medical Association) second edition May, 2007).
- 7.6 No person who owns or operates a Kennel shall keep Dogs in an unsanitary condition. Conditions shall be considered unsanitary where the keeping of the animal or animals results in an accumulation of fecal

matter, an odour, insect infestation or rodent attractants which endanger the health of the animal or any person.

- 7.7 Every person who owns or operates a Kennel shall provide the animals under care, or cause them to be provided with,
- 7.7.1 clean, fresh drinking water and suitable food of sufficient quantity and quality to allow normal, healthy growth and the maintenance of normal, healthy body weight;
 - 7.7.2 food and water receptacles kept clean and disinfected and located so as to avoid contamination by excreta;
 - 7.7.3 the opportunity for periodic exercise sufficient to maintain good health including the opportunity to be unfettered from a fixed area and exercised regularly under appropriate control; and,
 - 7.7.4 necessary veterinary medical care when any animal exhibits signs of pain, illness or suffering.
- 7.8 Every animal enclosure shall provide the animal with protection from heat, cold and wet and be of sufficient size to allow the animal the ability to turn around freely and lie in a normal position.
- 7.9 Every run or pen area must be regularly cleaned and sanitized and excreta removed and properly disposed of daily.
- 7.10 Every run, pen, or exercise yard shall be surrounded by a sturdy fence with a minimum height of 1.2 meters.
- 7.11 Every person who owns or operates a Kennel shall undertake measures to ensure that residences on adjacent properties are not subjected to persistent barking, calling, whining or other persistent Noise making by the Dogs kept at such Kennel.
- 7.12 Where the Township receives a complaint about Noise emissions from a licensed Kennel, an Animal Control Officer shall investigate such complaints and may at his or her sole discretion initiate a prosecution with respect to an alleged contravention of subsection 7.11.
- 7.13 Where a Kennel is found guilty of 3 or more violations of subsection 7.11 in one license term, the Animal Control Officer or Council may order the Owner or Operator to submit, at its expense, a Noise evaluation study prepared by a qualified acoustical consultant and may

suspend the license to operate a Kennel until such time as the Noise evaluation study has been reviewed and approved by the Township and satisfactory arrangements for the implementation of any Noise abatement measures have been made, including the entering into of any agreements and the posting of any securities required to ensure the completion of any required Noise abatement measures.

- 7.14 An application for a Kennel license renewal shall be submitted in the proper form, and shall include the appropriate fee paid to the Township.
- 7.15 Any application for a new Kennel shall be subject to an application being made for an amendment to the Township Zoning By-law in respect to applicable zoning for a Kennel.
- 7.16 A license to operate a Kennel shall be subject to such terms and conditions set out in the license and no person shall operate a Kennel except in accordance with the terms and conditions of the Kennel license issued by the Township.
- 7.17 Notwithstanding Section 7 of this by-law, no person shall operate a Kennel within or about any household or building within the Township of Wellington North save and except persons with licensed Kennels legally established prior to the passing of By-law 49-2000, OR after the passing of By-law 49-2000 where the Kennel was established in compliance with the provisions of the applicable Zoning By-law and Licensing By-law for the operation of the Kennel within the Township of Wellington North.

8. DOG WASTE

- 8.1 Every person who owns, harbours, possesses or is in control of any Dog shall immediately remove any feces left by the Dog in the Township:
 - 8.1.1 on a highway or roadway;
 - 8.1.2 in a public park;
 - 8.1.3 on any public property other than a public park; or
 - 8.1.4 on any private property other than the property of,
 - 8.1.4.1 the Owner of the Dog, or
 - 8.1.4.2 the person having care, custody or control of the Dog.
- 8.2 Every person who owns, harbours, possesses or is in control of any Dog shall remove from his or her premises and dispose, in a timely manner,

feces left by such Dog, so as not to disturb the enjoyment, comfort and convenience of any person in the vicinity of the premises.

- 8.3 Section 8 does not apply to a handler of a Service Dog, where the handler is unable to remove the excrement left by such Dog due to a physical disability or impediment.

9. OTHER MATTERS

- 9.1 No Owner of a Dog shall permit the Dog to make any persistent barking, calling or whining Noise likely to disturb the residents of adjacent properties.

10. APPEAL

- 10.1 Council hereby appoints the Clerk to conduct hearings on its behalf pursuant to subsection 23.5 (2) of the Municipal Act and this By-law.
- 10.2 Where the Owner of a Dog who receives a notice from an Animal Control Officer designating such Dog as a Potentially Dangerous Dog or a Dangerous Dog, requests by notice in writing delivered to the Clerk within five (5) working days of receipt of such notice, shall hold a hearing pursuant to the provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 within thirty (30) days of the Clerk's receipt of the written request for a hearing and the Clerk may:
- 10.2.1 affirm or rescind the Animal Control Officer's designation of the Dog;
 - 10.2.2 substitute its own designation of the Dog as a Potentially Dangerous Dog or Dangerous Dog ; or
 - 10.2.3 substitute its own requirements of the Owner of a Potentially Dangerous Dog or Dangerous Dog pursuant to section 4 or 5.

11. INQUIRY

- 11.1 Animal Control Officers may either on his or her own initiative, or as a result of a complaint received by him or her from a resident of the Township, conduct an inquiry into whether a Dog should be designated as a Potentially Dangerous Dog or a Dangerous Dog, as the case may be.

12. IMPOSITION OF REQUIREMENTS OF SECTIONS 4 AND 5

- 12.1 Any of the requirements of sections 4 and 5, except for subsections 4.2 and 4.3 and 5.2 and 5.3, which may be imposed by notice on a Dog Owner by the Animal Control Officer pursuant to such sections, shall not be enforceable until:
- 12.1.1 the time for requesting an appeal has expired without an appeal being requested;
 - 12.1.2 an appeal has been requested and the request has been withdrawn or abandoned; or
 - 12.1.3 an appeal has been requested and the Clerk has issued its decision.

13. SERVING NOTICES

- 13.1 Any notices served by an Animal Control Officer or requests for hearings made by an Owner pursuant to this By-law, shall be provided by hand delivery or prepaid registered mail and, in the event of service by prepaid registered mail, shall be deemed received on the fifth (5th) day after the date of mailing.

14. FAILURE TO COMPLY AND COST RECOVERY

- 14.1 The Township, its agents and servants, and any Animal Control Officer shall not be liable for damages or compensation for any Dog injured or killed under the provisions of this By-law and no such damages or compensation shall be paid to any person.
- 14.2 Where a person defaults in complying with a direction, requirement or order under this By-law to do a matter or thing, an officer or agent on behalf of the Township may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or order at the person's expense.
- 14.3 In accordance with section 446 of the *Municipal Act, 2001* the Municipality may recover the costs, from the person directed, required or ordered to do a matter or thing under this By-law, by action or by

adding the costs to the tax roll and collecting them in the same manner as property taxes, and such costs to the tax roll and collecting them in the same manner as property taxes, and such costs shall include interest at an annual rate of 15 per cent.

- 14.4 For the purpose of subsection 21.2, interest shall be calculated for the period commencing the day the Municipality incurs the costs and ending on the day the costs including the interest are paid in full.
- 14.5 The amount the Municipality's costs incurred plus interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

15. PENALTY PROVISIONS

- 15.1 Every person who contravenes any of the provisions of this By-law is guilty of an offence pursuant to section 429 of the Municipal Act and all contraventions of this by-law are designated as continuing offences.
- 15.2 Every person who is convicted of an offence is liable to a minimum fine of Two Hundred and Fifty Dollars (\$250) and a maximum fine of Twenty-Five Thousand Dollars (\$25,000.00) for the first offence and a maximum fine of Fifty Thousand Dollars (\$50,000.00) for a subsequent offence.
- 15.3 Notwithstanding section 15.2, every person who is convicted of an offence is liable to a set fine pursuant to the *Provincial Offences Act*, R.S.O. 1990, c. P. 33.
- 15.4 Pursuant to section 441 of the *Municipal Act, 2001* if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, including any extension of time for payment ordered under that section, the Municipality may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty one (21) days after the date of the notice.
- 15.5 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of section 351 of the Municipal Act, 2001.

- 15.6 In accordance with section 441.1 of the *Municipal Act, 2001* any part of a fine owing pursuant to this by-law or a related provincial offence may be added to the tax roll for any property in the Municipality for which all of the Owners are responsible for paying the fine, and collect such fine in the same manner as municipal taxes.

16. SEVERABILITY

- 16.1 If any section, subsection, clause, paragraph or provision of this By-law is found by any Court of competent jurisdiction to be invalid or beyond the powers of the Council to enact, such section, subsection, clause, paragraph or provision shall be deemed to be severable from the remainder of this by-law and all other sections or parts of this By-law shall be deemed to be separate and independent there from and are enacted as such.

17. REPEAL SECTION

- 17.1 This by-law will come into force and effect upon the passing of this by-law by Council.
- 17.2 Notwithstanding section 17.1, the set fines referred in section 15.3 above will come into force and effect upon the final approval of the set fines schedule by the Chief Justice, or designate, of the Ontario Court of Justice pursuant to Part 1 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended. The set fines schedule, as approved, is attached hereto as Schedule "A" and forms part of this by-law.
- 17.3 By-law number 34-13 of the Township and all by-laws amending the same and any other by-law inconsistent with the provisions of this by-law are hereby repealed on the date this by-law comes into force and effect.
- 17.4 Notwithstanding Section 17.3, the provisions of By-law number 34-13 and their amending by-laws, are deemed to continue in force and effect with respect to any and all orders, appeals or prosecutions issued, filed or commenced under those by-laws and any assessment, rate, charge, tax, fee, liability or penalty outstanding under same by-laws may be collected as if such by-laws had not been repealed.
- 17.5 Notwithstanding section 17.3, By-law number 34-13, and its amending by-laws, are deemed to continue in force and effect with respect to any enforcement under Part I of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, as well as the set fine schedule as

approved by the Chief Justice, until such time as the Chief Justice approves the set fine schedule as set out in section 15.2 above. Where the provisions of any By-law number 34-13 and their amending by-law are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 19th DAY OF DECEMBER, 2016.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

Schedule A

The Corporation of the Township of Wellington North

PART I PROVINCIAL OFFENCES ACT

By-law Number 100-16: A by-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fines
1	Allowing a dog to run at large	Section 2.2	\$100.00
2	Potentially dangerous dog not confined	Section 4.1	\$500.00
3	Potentially dangerous dog not under the effective control of an adult person and under leash approved by Animal Control Officer	Section 4.2	\$500.00
4	Not securely attaching a muzzle to potentially dangerous dog	Section 4.3	\$500.00
5	Not permitting Animal Control Officer to insert a microchip implantation in potentially dangerous dog	Section 4.4	\$400.00
6	Not providing Animal Control Officer with new address and telephone number of owner within two (2) working days of moving potentially dangerous dog	Section 4.5	\$100.00
7	Not providing Animal Control Officer with name, address and telephone number of new owner within two (2) working days of selling or giving away potentially dangerous dog	Section 4.6	\$100.00
8	Not advising Animal Control Officer within two (2) working days of death of potentially dangerous dog	Section 4.7	\$50.00
9	Not advising Animal Control Officer forthwith if potentially dangerous dog is running At Large or has bitten or attacked any person or animal	Section 4.8	\$100.00
10	Not displaying a warning sign	Section 4.9	\$200.00
11	Dangerous dog not confined	Section 5.1	\$500.00
12	Dangerous dog not under the effective control of an adult person and under leash approved by Animal Control Officer	Section 5.2	\$500.00
13	Not securely attaching a muzzle to dangerous dog	Section 5.3	\$500.00
14	Not permitting Animal Control Officer to insert a microchip implantation in dangerous dog	Section 5.4	\$400.00
15	Not providing Animal Control Officer with new address and telephone number of owner within two (2) working days of moving dangerous dog	Section 5.5	\$100.00

16	Not providing Animal Control Officer with name, address and telephone number of new owner within two (2) working days of selling or giving away dangerous dog	Section 5.6	\$100.00
17	Not advising Animal Control Officer within two (2) working days of death of dangerous dog	Section 5.7	\$50.00
18	Not advising Animal Control Officer forthwith if dangerous dog is running at large or has bitten or attacked any person or animal	Section 5.8	\$100.00
19	Not displaying a warning sign	Section 5.9	\$200.00
20	Harbouring dangerous dog in a multiple dwelling or a lodging house	Section 5.10	\$500.00
21	Keeping more than three dogs per household or dwelling unit in an area zoned other than agricultural and/or on a lot or parcel containing less than 25 acres of land	Section 6.1	\$250.00
22	Keeping more than ten dogs per household or dwelling unit in an area zoned agricultural	Section 6.2	\$250.00
23	Owning or harbouring a dog without having obtained a license and dog tag for the dog	Section 6.3	\$100.00
24	Using a dog tag for a dog other than the dog for which tag was issued	Section 6.6	\$50.00
25	Transfer of license or registration	Section 6.7	\$150.00
26	Tag not securely fixed on dog	Section 6.9	\$150.00
27	Owning or operating a Kennel without a Kennel license	Section 7.1	\$350.00
28	Not permitting inspector to enter and inspect Kennel	Section 7.4	\$250.00
29	Owning or operating a Kennel and keeping dogs in an unsanitary condition	Section 7.6	\$200.00
30	Not providing clean, fresh drinking water and suitable food of sufficient quality	Section 7.7.1	\$200.00
31	Not keeping food and water receptacles clean and disinfected and located so as to avoid contamination by excreta	Section 7.7.2	\$200.00
32	Not providing opportunity for periodic exercise including the opportunity to be unfettered from a fixed area and exercised regularly under appropriate control	Section 7.7.3	\$200.00
33	Not providing necessary veterinary medical care when an animal exhibits signs of pain, illness or suffering	Section 7.7.4	\$200.00
34	Not providing enclosure with protection from heat, cold and wet and of sufficient size to allow the animal the ability to turn around freely and lie in a normal position	Section 7.8	\$200.00
	Not regularly cleaning and sanitizing run or pen or removing	Section 7.9	\$200.00

	and disposing of excreta daily		
35	Run or pen not surrounded by sturdy fence with minimum height of 1.2 metres	Section 7.10	\$200.00
36	Not ensuring the residents on adjacent properties to a Kennel are not subjected to persistent barking, calling, whining, or other persistent noise making by the dogs kept at such Kennel	Section 7.11	\$200.00
37	Not immediately removing any feces left by a dog in the Municipality on a highway or roadway, in a public park, on any public property other than a public park, or on any private property other than the property of the owner of the dog or the person having care, custody or control of the dog	Section 8.1	\$100.00
38	Not removing and disposing in a timely manner feces left by a dog on the premises of the person who owns, harbours, possesses, or is in control of a dog	Section 8.2	\$100.00
39	Allowing dog to make persistent barking, calling or whining noise like to disturb residents of adjacent properties	Section 9.1	\$200.00

NOTE: The general penalty provision for the offences listed above is section 15 of bylaw #-2013, certified copied of which have been filed and s. 61 of the *Provincial Offences Act*, R.S.O. 1990, c.P.33

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

BY-LAW NUMBER 101-16

**BEING A BY-LAW TO APPOINT A COMMUNITY EMERGENCY MANAGEMENT
COORDINATOR AND ALTERNATE(S) COMMUNITY EMERGENCY
MANAGEMENT COORDINATOR FOR THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH.**

Authority: Emergency Management and Civil Protection Act R.S.O. 1990, as amended and Ontario Regulations 380/04.

WHEREAS the Emergency Management and Civil Protection Act, R.S.O., 1990, and Section 2.1 states that every municipality shall develop and implement an emergency management program and 10.1 of Ontario Regulation 380/04 states that every municipality shall designate an employee of the municipality or member of Council as its emergency management program coordinator;

AND WHEREAS the Council of the Corporation of the Township of Wellington North is desirous to appoint a Community Emergency Management Coordinator (CEMC) and alternate(s) Community Emergency Management Coordinator (CEMC).

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

1. That Linda Dickson is hereby appointed the Community Emergency Management Coordinator for the Township of Wellington North.
2. That Bridgette Francis is hereby appointed Alternate Community Emergency Management Coordinator for the Township of Wellington North.
3. That Michael Givens is hereby appointed Alternate Community Emergency Management Coordinator for the Township of Wellington North.

**By-law Number 101-16
Page 2 of 2**

4. That this by-law shall come into force upon the date of its final passing and that By-law number 106-13 is hereby repealed in its entirety.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 19TH DAY OF DECEMBER 2016.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 102-16

BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY

WHEREAS *Municipal Act*, 2001 (hereinafter called "the Act") permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

WHEREAS *The Planning Act*, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters.

WHEREAS the *Building Code Act*, provides that a Council of a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits.

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

1. **THAT** the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-law:

Schedule "A"	-	Administration
Schedule "B"	-	Building Department
Schedule "C"	-	Cemeteries
Schedule "D"	-	Fire/Rescue (as amended by By-law 063-16)
Schedule "E"	-	Licensing & Lotteries (as amended by By-law 063-16)
Schedule "F"	-	Planning Department
Schedule "G"	-	Roads

2. **THAT** the effective date of the fees and charges is January 1, 2017.
3. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).
4. **THAT** unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.
5. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with the *Municipal Act, 2001*.
6. **THAT** this by-law shall be known as the "Fees and Charges By-law".
7. **THAT** this by-law shall come into force upon the date of its final passing and By-law Numbers 088-15 and 063-16 are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 19TH DAY OF DECEMBER, 2016.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 102-16**

**SCHEDULE "A"
ADMINISTRATION**

Effective January 1, 2017

DESCRIPTION	FEE
Marriage Licence	\$125.00
Certification of Documents	\$10.00 per document
Commissioning of Documents (Municipal Forms Only)	No Charge
Commissioning Documents	\$30.00 per document
Completion of Pension Forms (Township resident only)	No Charge
Fax Charges	\$1.00 per page local \$2.00 per page long distance
Flags	
• Wellington North	\$65.00
• Canada	\$50.00
Freedom of Information Requests (legislated fees)	\$5.00 application fee plus disbursements (i.e. photocopying) plus Record Preparation at \$8.75per quarter hour
NSF Cheque Charge	\$30.00
Photocopies (8½ x 11)	Black and White \$0.25 per page Colour \$1.50 per page
Tax Certificate	\$50.00
Tax Sale Proceedings	\$250.00 Administration Fee Plus Cost recovery of fees and disbursements as charged by consultants and solicitors
Burial Permit	\$15.00
Township Pins	\$3.00
Fee for services provided by municipal employees per hr per employee	\$50.00
Tax Arrears Penalties & Interest	Refer to current Tax Rates By-law
Civic Addressing	
911 Sign	\$25.00
911 Post	\$20.00

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 102-16
SCHEDULE "B"
BUILDING DEPARTMENT**

Effective January 1, 2017

SECTION NO.	DESCRIPTION	FEE	
		Per Sq. Ft.	Admin. Fee
1.1	Assembly and Institutional Occupancies (Group A & B)		
	a) New construction	.89	\$255.00
	b) Renovation/alteration less than 500 Sq. Ft.	.00	\$127.00
	c) Renovation/alteration greater than 500 Sq. Ft.	.44	\$127.00
1.2	Residential Occupancies (Group C)		
	a) New construction	.89	\$255.00
	b) Basement with ceiling height $\geq 6'-11"$ (2,100 mm)	.31	\$255.00
	c) Renovation/alteration less than 250 Sq. Ft.	.00	\$255.00
	d) Renovation/alteration greater than 250 Sq. Ft.	.31	\$255.00
	e) Attached garage or carport	.38	\$127.00
	f) Detached garage or carport	.38	\$127.00
	g) Accessory building	.19	\$127.00
	h) Deck/porch/veranda	.19	\$127.00
1.3	Business and Mercantile Occupancies (Group D & E)		
	a) New construction	.89	\$255.00
	b) Renovation/alteration less than 500 Sq. Ft.	.00	\$127.00
	c) Renovation/alteration greater than 500 Sq. Ft.	.38	\$127.00
1.4	Industrial Occupancies (Group F)		
	a) New construction	.51	\$255.00
	b) Renovation/alteration less than 500 Sq. Ft.	.00	\$127.00
	c) Renovation/alteration greater than 500 Sq. Ft.	.38	\$127.00
1.5	Agricultural and Farm Building		
	a) New livestock buildings and additions		
	-First 10,000 Sq. Ft.	.30	\$255.00
	-Over 10,000 Sq. Ft.	.25	\$255.00
	b) Livestock renovations	.02	\$255.00
	c) Sheds/shops	.17	\$255.00
	d) Quonset/economy structure	.12	\$127.00
	e) Silos/grain bins	.05	\$127.00
	f) Manure storage or Pit silos		
	-Uncovered	.05	\$127.00
	-Covered	.12	\$127.00
	-Roof over existing	.07	\$127.00

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 102-16
SCHEDULE "B" (CONTINUED)
BUILDING DEPARTMENT**

Effective January 1, 2017

SECTION NO.	DESCRIPTION	FEE	
		Admin. Fee	
1.6	Temporary Structure		
	a) Portables, meteorological towers, etc. b) Special occasion tent		\$255.00 \$127.00
1.7	Septic Systems		
	a) All classes, new or replacement		\$509.00
	b) Tank replacement c) Leaching bed replacement		\$127.00 \$382.00
1.8	Commercial Wind Turbines	\$255 admin. plus \$58 per \$1,000 of const. value	
1.9	Buildings or Structures that do not fit elsewhere in this Schedule	\$255 admin. plus \$13 per \$1,000 of const. value	
2.0	Demolition Permit		
	a) Class "A" b) Class "B"		\$127.00 \$255.00
3.0	Conditional Permit Full permit fee as calculated under Section 1 Additional permit security may be required Designated Structure the same as Section 1		\$255.00
4.0	Transfer permit		\$255.00
5.0	Change of Use (no construction)		\$127.00
6.0	Reapplication		\$127.00
7.0	Inspection of wood burning appliance installation		\$127.00
8.0	Pool Enclosure Fence		\$127.00
9.0	L.L.B.O. inspections and letters for occupant loads		\$127.00
10.0	Certificate of Compliance – Building and Zoning		\$94.00
11.0	Works Damage/Lot Grading where applicable	Deposit	Fee
		\$1,900.00	\$100.00

NOTE TO SCHEDULE

An investigation fee equal to the applicable building permit fee shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee to be charged when permit is issued, at the discretion of the CBO.

THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 102-16
SCHEDULE "C" CEMETERIES

Rates filed in accordance with The Cemeteries Act – effective July 1, 2012

DESCRIPTION	FEE
<u>SALE OF PLOTS</u>	
Single Grave 3 ½ feet x 10 feet (Care and Maintenance Fund included) (40% of selling price – minimum – \$280.00)	\$800.00
<u>INTERMENT CHARGES</u> (Opening and closing)	
a) Adult	\$500.00
b) Infant without device and dressing	\$150.00
c) Cremated remains	\$250.00
d) Double depth charge – extra	\$150.00
e) Surcharge - Saturday funerals until 12 noon & holidays -standard	\$300.00
f) Surcharge - Saturday funerals until 12 noon & holidays - cremated	\$200.00
g) Surcharge for Burials that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	\$100.00
<u>DISINTERMENT CHARGES</u>	
Disinterment, including reburial at another location in the same cemetery	\$300.00
Disinterment, including lowering remains at the same location	\$250.00
Disinterment, only for reburial in another cemetery	\$250.00
Disinterment, as in (a) above from double depth	\$350.00
Disinterment, as in (c) above from double depth	\$250.00
<u>VAULT STORAGE</u>	
a) Non-resident	\$150.00
b) Resident	Nil
<u>GENERAL</u>	
Transfer of Interment Right	\$25.00
<u>COLUMBARIUM RATES</u>	
Single niche to accommodate two urns (care and maintenance fund included)	\$1,000.00
Interment (opening & sealing compartment)	\$150.00

NOTE: Amendments subject to approval from Ministry of Consumer Services – Cemetery Regulation Unit

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 102-16**

**SCHEDULE "D"
FIRE/RESCUE**

Effective January 1, 2017

DESCRIPTION	FEE
Inspections: By Request Only	
Single Residence	\$100.00
Institution / Industrial / Commercial	\$100.00
Apartments / Condominiums	\$100.00 plus \$10.00 per unit
Fire Search Fees / Approvals Fire Reports	\$150.00
Fire investigation reports	\$150.00
Motor Vehicle Incidents: Non-residents/non-taxpayers of Wellington North are involved in a motor vehicle accident within the municipal boundary of the Township of Wellington North that require the Fire / Rescue to respond to the scene, will be invoiced firstly to the owner's insurance provider. In the case where there is no insurance payable, the owner shall be billed directly	\$450.00 per response unit for first hour and \$225.00 per response unit for each half hour thereafter
Administration & Enforcement: Spills Act and Transportation of Dangerous Goods Act: The cleanup of hazardous material spills	Current MTO Rates \$450.00 per vehicle per hour \$25.00 Per Half Hour thereafter Clean up costs to cover materials used Plus Administration Fee of \$50.00 per hour
Open Air Burning: (as amended by By-law 063-16) Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act	Clean up costs to cover materials used Plus Administration Fee of \$50.00 per hour per Fire-fighter
Securing of Premises after a fire	\$50.00 per hour per Fire-Fighter

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 102-16**

**SCHEDULE "D" (CONTINUED)
FIRE/RESCUE**

Effective January 1, 2017

DESCRIPTION	FEE
<p>False Alarms: The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Township of Wellington North Fire Department that the false alarms were preventable. The totals shall be calculated within each calendar year with each year being considered separately.</p> <p>First False Alarm - Warning</p> <p>Second False Alarm</p> <p>Third False Alarm</p> <p>Four or More False Alarms</p>	<p>n/c</p> <p>\$250.00</p> <p>\$350.00</p> <p>\$200.00 or at the discretion of the Fire Chief MTO Rate</p>
Fire Alarm Monitoring/Fire Watch	<p>\$450.00 per vehicle per hour \$255.00 per half hour thereafter</p>
Liquor Occupancy Permit Authority Have Jurisdiction Letter to Alcohol and Gaming Commission	\$150.00
Fire Safety Plan Review	\$150.00
Fire Extinguisher Training – renewals - First time	<p>\$15.00 pp Free</p>
Mobile/Seasonal Vendors Inspection	\$25.00

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 102-16**

**SCHEDULE "E"
LICENCING AND LOTTERIES**

Effective January 1, 2017

DESCRIPTION	FEE
Animal Control	
Kennel Licence	\$150.00 plus inspection fee charged by animal control officer
Dog Tags	\$25.00
Replacement Tag	\$15.00
Additional Charges may apply pursuant to the Canine Control Bylaw	
Business Licensing Fees	
Food Vehicle Stand	\$100.00
Donation Box	\$100.00
Temporary Vendor	\$200.00
Administrative Penalty	\$300.00
Donation Box removal	Actual cost of labour

DESCRIPTION	FEE
Lottery Licences	
• Raffle	\$20.00
• Blanket	\$20.00
• Bingo	\$20.00
• Other	\$20.00
Break Open Tickets	\$10.00 per box

THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 102-16
SCHEDULE "F"
PLANNING
Effective January 1, 2017

DESCRIPTION	FEE	
Committee of Adjustment – Minor Variance	\$800.00	
Zoning Amendment	\$1,600.00	
Holding Zone Removal By-law	\$500.00	
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement	\$1,000.00	
Certificate of Compliance Plan of Subdivision/Condominium, Site Plan and Development Agreements	\$125.00	
Part Lot Control	\$1,000.00	
Clearances for Severance Conditions	\$125.00	
Cash in Lieu of Parkland (severances) to be used for existing parks and recreation maintenance and development	\$1,000.00 per lot	
Fee for services provided by Municipal employees	\$50.00 (per hour, per employee)	
Copy of Zoning By-law	\$30.00	
	DEPOSIT (refundable)	ADMINISTRATION (not refundable)
Plan of Subdivision or Condominium New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	\$10,000.00	\$3,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> • Minor 	\$3,500.00	\$1,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> • Complex 	\$6,000.00	\$1,500.00
Site Plan Control Amendments	\$700.00	\$300.00
Lot Grading/surface Works Security Deposit	\$1,900.00	\$100.00
Development Agreement	\$5,000.00	\$1,500.00

DEPOSITS

- Deposits less the disbursement fees and third party fees will be refunded.
- Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying, faxing, etc.
- Third Party fees including, but are not limited to, planners, engineers, solicitors, advertising of notices and similar costs.
- Every applicant for a planning matter referred to in Schedule "F" hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.

The Clerk/Deputy Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 102-16**

SCHEDULE "G"

**ROADS
Effective January 1, 2017**

DESCRIPTION	INSPECTION FEE	**DAMAGE DEPOSIT
Urban/Rural Damage	\$100	\$1,900.00
Rural/Semi-Urban Entrance Installations The applicant would be responsible for all costs to supply a culvert over 600 mm in diameter and/or to supply over 12 meters of culvert and/or to upgrade an existing entrance. Costs would be charged at the current rates. **Damage Deposit Fees shall be collected when a Building Permit is issued.		
a) Requires a 9m culvert (up to and including 600mm) including inspection fee	\$100.00	\$1,600.00
b) Entrance that does not require a culvert including inspection fee	\$100.00	\$1,100.00
	FEE	
c) Cost of hidden driveway sign installed		\$100.00
Equipment Rental rate – at the discretion of the township. (available only to Township of Wellington North ratepayers)		\$100.00/hr

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 103-16

BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR RECREATION SERVICES PROVIDED BY THE MUNICIPALITY

WHEREAS *Municipal Act*, 2001 (hereinafter called "the Act") permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

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

1. **THAT** the fees and charges for recreation services are established as shown in the Schedules attached hereto and forming part of this By-law:

Schedule "A" - Arthur and Area Community Centre
Schedule "B" - Mount Forest & District Sports Complex
Schedule "C" - Aquatic Programs
Schedule "D" - Corkage at both Arthur and Mount Forest Complex
2. **THAT** the effective date of the fees and charges is January 1, 2018.
3. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Provincial Sales Tax (P.S.T.), Goods and Services Tax (G.S.T.) and Harmonized Sales Tax (H.S.T.).
4. That unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.
5. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 *Municipal Act*, 2001 S.O. Chapter 25 as amended.

6. **THAT** this by-law shall be known as the "Recreation Fees and Charges By-law".
7. **THAT** this by-law shall come into force on January 1, 2018.
8. **THAT** by-laws 038-16 and 040-16 being a by-law to establish the fees and charges for recreation services provided by the municipality be repealed on January 1, 2018.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 19TH DAY OF DECEMBER, 2016.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 103-16
RECREATION FEES & CHARGES
SCHEDULE "A"
ARTHUR AND AREA COMMUNITY CENTRE

ARTHUR & AREA COMMUNITY CENTRE 150 Domville St.	JANUARY 1 ST , 2018	MUNICIPAL STATUTORY HOLIDAY RATES	MUNICIPAL STATUTORY HOLIDAY RATES
LOWER HALL			
Stag & Doe	824.00	989.00	970.00
Friday to Sunday	626.00	751.00	737.00
Monday to Thursday	351.00	421.00	413.00
Hourly Rates (Special Events Min. 3 Hours)	62.00	74.00	73.00
Tournament Rates (Minor Sports)	248.00	298.00	292.00
Extra Set Up & Clean Up Time/Hour	56.00	67.00	66.00
UPPER HALL			
Friday to Sunday	284.00	341.00	333.00
Monday to Thursday	204.00	245.00	240.00
Hourly Rates (Special Events Min. 3 Hours)	38.00	46.00	44.00
Tournament Rates (Minor Sports)	204.00	245.00	240.00
Local User Groups (Meeting Space when staff available)	N/C		
PAVILION			
One day event	220.00	264.00	259.00
Evening Event 5 pm – 1 am	123.00	148.00	145.00
Hourly Rate – Minimum of 3 Hours	33.00	39.00	38.00
CAMPING (Special Events Only)			
Daily Rate	33.00	39.00	38.00
BALL DIAMONDS			
Local Minor Ball per Game – No Lights	37.00	44.00	43.00
Adult Rates per Game – No Lights	45.00	54.00	53.00
Local Evening Tournament (serviced)	95.00	114.00	112.00
Tournaments per Day	145.00	174.00	170.00
Tournaments per Day (serviced) *	213.00	256.00	251.00
Lights per Game	15.00		

**THE TOWNSHIP OF WELLINGTON NORTH
SCHEDULE A (continued)
ARTHUR AND AREA COMMUNITY CENTRE**

ARTHUR & AREA COMMUNITY CENTRE 150 Domville St.	JANUARY 1ST, 2018	MUNICIPAL STATUTORY HOLIDAY RATES	MUNICIPAL STATUTORY HOLIDAY RATES
ARENA FLOOR			
Minor Sports per Hour	49.50	59.50	58.00
Local Adults per Hour	61.00	73.00	72.00
Prime – Friday to Sunday	674.00	809.00	794.00
Non Prime – Monday to Thursday	473.00	568.00	557.00
Non Resident per Hour	68.00	82.00	81.00
ARENA ICE (Prices go up effective June 1st annually)			
Minor Sports per Hour	108.00	130.00	127.00
Local Adults per Hour	127.50	153.00	150.00
Non Resident per Hour	148.00	178.00	174.00
Non-Prime (Monday to Friday - 7 a.m. to 3 p.m.)	108.00	130.00	115.00
School Rates (Skating)	38.00		
POOL RENTALS			
Arthur & Area Aquatic Centre per Hour	114.00	137.00	134.50
School Rates (All Facilities) Hourly	51.00		
CONN PAVILION			
Day Rate (includes a \$5.00 donation)	81.00		
DAMASCUS HALL Bookings done by Betsy Benham 519-848-3120			
Day Rate	80.00		
WALL & BOARD ADVERTISING (Both Arenas) YEARLY			
Wall Advertising per 4' x 8' Ad & 4' x 4'	246.00		
Board Advertising per 4' x 8' Ad & 4' x 6'	367.00 * 599.00	* Lexan included (new customers)	
Board Advertising per 4' x 8' Ad – (signs located @ both arenas)	644.00 *1088.00	* Lexan included (new customers)	

**THE TOWNSHIP OF WELLINGTON NORTH
SCHEDULE "B"
MOUNT FOREST & DISTRICT SPORTS COMPLEX**

MOUNT FOREST & DISTRICT SPORTS COMPLEX 850 Princess St.	JANUARY 1ST, 2018	MUNICIPAL STATUTORY HOLIDAY RATES	MUNICIPAL STATUTORY HOLIDAY RATES
COMMUNITY HALL			
Stag & Doe	824.00	989.00	970.00
Friday to Sunday	626.00	751.00	737.00
Monday to Thursday	351.00	421.00	413.00
Hourly Rates (Special Events Min. 3 Hours)	62.00	74.00	73.00
Tournament Rates (Minor Sports)	248.00	298.00	292.00
Lions Club Bingo	184.00	220.00	216.00
Seniors Club	17.00/hour	20.50/hour	19.50
Shuffle Board	17.00/hour	20.50/hour	19.50
Karate	17.00/hour	20.50/hour	19.50
Blood Donor Clinic	174.50		
Extra Set Up Time/Hour	56.00	67.00	66.00
PLUME ROOM			
Day Rate	220.00	264.00	259.00
LEISURE HALL (Upper and Lower)			
Day Rate	220.00	264.00	255.00
LEISURE HALL AND PLUME ROOM – HOURLY RATE (Upper and Lower)			
Hourly Rate	38.00	45.00	44.00
MEETING ROOM			
Local User Groups (when staff available)	N/C		
All others Rented by Hour	33.00	39.50	38.00
WALKING TRACK			
Cost per Use	2.00		
Cost per Month	17.00		

**THE TOWNSHIP OF WELLINGTON NORTH
SCHEDULE B (continued)
MOUNT FOREST & DISTRICT SPORTS COMPLEX**

MOUNT FOREST & DISTRICT SPORTS COMPLEX 850 Princess St.	JANUARY 1ST, 2018	MUNICIPAL STATUTORY HOLIDAY RATES	MUNICIPAL STATUTORY HOLIDAY RATES
CORK STREET PAVILION/CONCESSION			
Evening Event (5:00 p.m. – 1 a.m.)	discontinue		147.00
One Day Event	220.00	264.00	259.00
Hourly Rate	33.00	39.00	38.00
SOCCER FIELDS			
Hourly Rate	28.50	34.00	32.00
Season Rate for Minor Soccer	6,367.00		
Lights on – Charge per Game	20.00		
BALL DIAMONDS			
Local Minor Ball per Game – No Lights	37.00	44.00	43.00
Adult Rates per Game – No Lights	45.00	54.00	53.00
½ Day Tournament Rates	95.00	114.00	111.50
Tournaments per Day	145.00	174.00	170.00
Tournaments per Day (serviced) *	213.00	256.00	251.00
Lights per Game	15.00		
ARENA FLOOR			
Minor Sports per Hour	49.50	59.50	58.00
Local Adults per Hour	61.00	73.00	72.00
Prime – Friday to Sunday	674.00	809.00	794.00
Non Prime – Monday to Thursday	473.00	568.00	557.00
Non Resident per Hour	68.00	82.00	81.00
ARENA ICE (Prices go up effective June 1st annually)			
Minor Sports per Hour	108.00	130.00	127.00
Local Adults per Hour	127.50	153.00	150.00
Non Resident per Hour	148.00	178.00	174.00
Non-Prime (Monday to Friday - 7 a.m. to 3 p.m.)	108.00	130.00	115.00
School Rates	38.00		
SUMMER ICE (All ice before/including Labour Day)	141.00	169.00	166.00

**THE TOWNSHIP OF WELLINGTON NORTH
SCHEDULE B continued)
MOUNT FOREST & DISTRICT SPORTS COMPLEX**

MOUNT FOREST & DISTRICT SPORTS COMPLEX 850 Princess St.	JANUARY 1ST, 2018	MUNICIPAL STATUTORY HOLIDAY RATES	MUNICIPAL STATUTORY HOLIDAY RATES
STORAGE SPACE (YEARLY)			
Small	241.00		
Large	304.00		
Jr. C – Club Room	598.00		
POOL RENTALS			
Mount Forest Lion Roy Grant Pool per Hour	114.00	137.00	134.50
SCHOOL RATES (All Facilities) Hourly	51.00		

THE TOWNSHIP OF WELLINGTON NORTH
SCHEDULE "C"
Aquatic Programs

MOUNT FOREST LION ROY GRANT POOL AND ARTHUR & AREA AQUATIC CENTRE	JANUARY 1ST, 2018
PROGRAM	
Adult & Tot	62.00
Sea Turtle	62.00
Sea Otter	62.00
Salamander	62.00
Sunfish	62.00
Level 1	62.00
Level 2	62.00
Level 3	62.00
Level 4	62.00
Level 5	68.00
Level 6	68.00
Level 7	68.00
Level 8	73.00
Level 9	73.00
Level 10	73.00
1/2 Hour Private Lesson (Min. of 5 purchases in advance)	28.00
1/2 Hour Semi-Private Lesson (Min. of 5 purchased in advance) (Max. 3 Students)	21.00

MOUNT FOREST LION ROY GRANT POOL AND ARTHUR & AREA AQUATIC CENTRE	
Bronze Medallion & Emergency 1st Aid with CPR B	179.00
Bronze Cross with CPR C	179.00
Swim Team (Non Res Fee does not apply) Min of 18 to run program	68.00
GENERAL ADMISSION (HST Included)	
Children Under 5 – 1 Visit	2.00
Children Under 5 – 20 Visit Pass	31.00
Children Under 5 – Season Pass	46.00
Individual 5 years and over – 1 Visit	3.50
Individual 5 years and over – 20 Visit Pass	61.00
Individual 5 years and over – Season Pass	90.00
Family – 1 Visit	13.00
Family 20 Visit Pass	199.00
Family Season Pass	225.00

**THE TOWNSHIP OF WELLINGTON NORTH
SCHEDULE "D"
CORKAGE ARTHUR AND MOUNT FOREST COMPLEX**

CORKAGE (Both Arenas)	2018
7 oz Plastic Cup	\$0.13
14 oz. Plastic Cup	\$0.18
Bag of Ice	\$3.50
2L Bottle of Pop	\$3.10
Wrist Bands	\$0.27



December 1, 2016

In This Issue

- AMO President presents to Committee on *Bill 7, Promoting Affordable Housing Act*.
- Applications open for seniors grant.
- Help your residents with their winter water woes.
- Careers with AMO, LAS and Durham Region.

AMO Matters

This week AMO President Lynn Dollin presented to the Standing Committee on Social Policy on *Bill 7, the Promoting Affordable Housing Act*. The bill aims to increase affordable housing in the province, including by providing municipal governments with the ability to choose to implement inclusionary zoning. AMO's submission on Bill 7 can be found [here](#).

Provincial Matters

Municipal governments are eligible to apply for the [Seniors Community Grant](#) until March 3rd, 2017 for projects that encourage seniors' community involvement through volunteerism, learning, social inclusion and physical activity.

LAS

Cold winter weather can result in frozen water lines in your municipality, leaving residents without water for days or weeks at a time. Give your residents peace of mind with a sewer and water line warranty from LAS that will [restore water flow in a fraction of the time](#).

Careers

[Policy Intern - AMO](#). Assisting Senior Advisors and the Director of Policy, the successful candidate will support AMO's policy development process. Please apply in confidence to hr@amo.on.ca by Friday, January 20, 2017 at 12 noon.

[Municipal Energy Specialist \(Eastern Ontario\) - LAS](#). The Municipal Energy Specialist is responsible for identifying and implementing energy and cost saving opportunities at the municipal level. Please apply in confidence to hr@amo.on.ca by December 9, 2016 at 12:00 p.m. Be sure to reference MES Job Posting in the subject line.

[Manager, Corporate Asset Management - Region of Durham](#). To learn more about this opportunity, please visit the [Region of Durham website](#) and refer to Job ID 7610. This posting closes on December 18, 2016.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watch File Team](#), Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[Media Inquiries](#), Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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December 8, 2016

In This Issue

- Rural and Regional Business Support Integration and Program Review.
- Submit a nomination now for Canada's Volunteer Awards.
- National Aquatic Species at Risk Maps.
- Careers with AMO and Ontario Public Service.

Provincial Matters

The Ministry of Economic Development and Growth and the Ministry of Agriculture, Food and Rural Affairs invite you to participate in a consultation regarding the government's regional business support programs. Four consultations have been planned for: December 8 - 1:30 pm, Leamington; December 9 - 9:30 am, Collingwood; December 13 - 1:30 pm, Casselman; January 9 - 1:30 pm, Quinte West. Please RSVP to ipf@ontario.ca by providing your name, email address, the location and whether you plan to attend in person or remotely. If you are unable to attend any of the consultations, your input via online survey is welcome.

Federal Matters

The call for nominations for Canada's Volunteer Awards is now open until February 3, 2017. You are invited to nominate a not-for-profit organization, an individual, a group or a business who is making a difference in their community to receive an award, and promote the call for nominations to your stakeholders.

Fisheries and Oceans Canada has launched National Aquatic Species at Risk Maps. Each map shows distribution and Critical Habitats for aquatic species listed under the *Species at Risk Act* across Canada. For Ontario, these new maps will replace the Ontario Aquatic Species at Risk maps that were previously posted on Conservation Ontario's website.

Careers

Policy Intern - AMO. Assisting Senior Advisors and the Director of Policy, the successful candidate will support AMO's policy development process. Please apply in confidence to hr@amo.on.ca by Friday, January 20, 2017 at 12 noon.

Senior Policy Advisor - Ontario Public Service. Location: Intergovernmental Relations Unit, Ministry of Health and Long-Term Care, Toronto. Please apply online, only, by Tuesday, December 20, 2016, by visiting Ontario Public Service Careers and entering Job ID 97261 in the Job ID search field. Please follow the instructions to submit your application.

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Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

Media Inquiries, Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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December 15, 2016

The AMO Office will be closed from December 26, 2016 to January 2, 2017.

The office will re-open on January 3, 2017.

Everyone at AMO wishes you a happy and safe holiday season!

The next issue of the WatchFile will be on January 5, 2016

In This Issue

- Legislative update.
- Hazel McCallion Day.
- 64th Annual OSUM Conference - mark your calendar!
- Careers with AMO, Cochrane DSSAB, Windsor and Niagara-on-the-Lake.

AMO Matters

The Ontario Legislature rose and will resume on February 21, 2017. A number of bills of interest to municipal governments were debated in this session and are outlined [here](#).

Provincial Matters

A co-sponsored [Private Member's Bill](#) was received Royal Assent December 5th, proclaiming February 14th of each year as Hazel McCallion Day.

Municipal Wire

The Town of the Blue Mountains invites you to the 64th Annual Ontario Small Urban Municipalities (OSUM) Conference, to be held May 3-5, 2017. The theme of the conference is "Rural Meets Urban." Please plan to attend. Registration information is available on the [OSUM website](#).

Careers

Policy Intern - AMO. Assisting Senior Advisors and the Director of Policy, the successful candidate will support AMO's policy development process. Please apply in confidence to hr@amo.on.ca by Friday, January 20, 2017 at 12 noon.

Chief Administrative Officer - District of Cochrane Social Services Administration Board. Any questions about the position may be directed to Nigel Bellchamber at the following email address. Applications will be received up until noon on December 29, 2016 addressed to nigel@bellchamber.net.

Corporate Leader - Parks, Corporate Facilities, Recreation & Culture - City of Windsor. Complete details on this position can be found by visiting City of Windsor [Employment Opportunities](#) or calling 519.255.6515 for an automated job line. Resumes are to be received by no later than 4:30 p.m., Monday, January 16, 2017.

Development Coordinator - Town of Niagara-on-the-Lake. 6 to 12 month contract with potential to lead to full-time based on performance. Please apply to atrudeau@notl.org, enclosing your resume, cover letter, references and any other supporting documentation by 4:00 p.m., Friday, January 6, 2017.

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AMO Contacts

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Wellington County Municipal Economic Development Group

Minutes

Economic Development Officers/Coordinators

Supporting Organizations

WWCFDC Boardroom,

November 1st, 2016

9:30 a.m.

Present:

Jaclyn Dingwall (Township of Mapleton), Crystal Ellis (County of Wellington), Ella Henderson (LIP), Gerry Horst (Ontario Ministry of Agriculture, Food and Rural Affairs), Harold DeVries (Business Centre Guelph Wellington), Tom Lusi (County of Wellington), Jenna Morris (WWCFDC), Carolyn O'Donnell (WFPB), Kelly Patzer (Township of Puslinch), Dale Small (Township of Wellington North), Jane Shaw (WWCFDC), Carol Simpson (WFPB), Steve Smith (MEDEI), Belinda Wick-Graham (Town of Minto)

Regrets:

Rose Austin (Saugeen Economic Development), Janet Harrop (Wellington Federation of Agriculture), Brad Dixon (GRCA), Robyn Mulder (Town of Erin), April Marshall (Township of Wellington North), Andrea Ravensdale (County of Wellington), Ian Roger (CAO, Guelph/Eramosa Township), Patricia Rutter (Township of Centre Wellington), Scott Wilson (County of Wellington), Christine Veit (Safe Communities)

1. Approval of Agenda

Motion to approve agenda as written.

Moved by Dale Small, seconded by Harold DeVries

Carried

2. Declaration of Pecuniary Interest

None

3. Approval of Minutes

Motion to approve the minutes as written from the meeting held September 6th, 2016.

Moved by Belinda Wick-Graham, seconded by Jaclyn Dingwall

Carried

4. IPM Update

The IPM was a great success with over 96,000 people attending and 1200+ volunteers. That makes 2016 Wellington County IPM & Rural Expo the 3rd IPM with over 90,000 attendees. There were 17 showcase booths, 30 demonstrations & music, 220 VIP guests, 3 special events & 1 dinner and 1000 ziplines with over \$4400 generated in revenue (for the zipline). The Tastes of Wellington included 4 vendors with over 2300 samples and \$4200 additional sales. There were 2520 samples and \$7561 in sales revenue from the Tour of the Taps and the Farmers Market housed 17 Wellington vendors which generated \$11,500 of revenue and created 3 new partnerships. 320 postcards were completed and mailed to 150 different cities. Minto gave away approximately 1000 tickets for the train ride and the Minto Chamber was very pleased with the outcome at their booth. Wellington North received some great artistic work from attendees on their sectioned mural representing Arthur, Mount Forest and Kenilworth. Each coordinating section will be displayed at the local Community Centre in Arthur and Mount Forest with the Kenilworth section being displayed at the Municipal Office. The Manufacturing Tent for Wellington North received steady traffic with approximately 28 applications being submitted for upcoming job opportunities. There were 12 speakers at the Careers in Agriculture day however, the number of students attending from the University were not as high as anticipated. Foodland contributed \$1500 to the showcase to display and sample local food in the tented area.

5. Paris, France Update

Representatives from the U of G, City of Guelph, Chamber of Guelph and Wellington County travelled to France in October with local businesses that export food as part of a business trade mission. Wellington County became part of the food cluster group that travels to areas to show and present food opportunities from the County. Wagram Springs, Troll Bridge Creek and Dixon's Distilled Spirits were a few of the businesses that attended. During the trip businesses worked on pitch, collaboration as well as other learning experiences including how the government works with Economic Development in Dejong France. As a follow up, Crystal will be meeting with the business that were involved to get their feedback from the trip. This was part of the action plan from the BR+E.

6. Roundtable/Other Business

Centre Wellington:

- No update

County:

- On November 16th, Live Work Wellington will be focusing on Puslinch Township – with Wayfreight Services, Aberfoyle Snowmobiles, and 2 others participating. Requesting tips to pass on to students prior to event day.
- Engineering in Wellington County is scheduled to be held in January where employers will attend the U of G career fair, meet students and learn about supports available on campus.

- Tom will be attending a meeting at the Peel Newcomer Centre in Mississauga where they provide an 8 week rural training course to hire skilled positions. Tom will be meeting investors that are looking to help businesses in Wellington County.
- Reports are in the process for the BR+E. Reports will be reviewed with a follow up analysis after the reports are compiled.
- County has taken on Social Media – FaceBook, Twitter etc.
- The redevelopment for the Economic Development page on the County website will be showcased to the committee in November.

Erin:

- No update

GBEC:

- Many recent changes including rebranding and is now known as Business Centre Guelph Wellington, a new Executive Director - Marios Matsias, and has moved to the old Guelph Mercury building.
- The funding is coming to an end in March for the Starter Company, with talks that another program similar will take over.
- The Annual Bridges to Better Businesses event was held in October and recognized many local rural businesses.

Guelph/Eramosa:

- No update

LIP:

- The Global Advantage Business Awards – recognizing immigrants who have started businesses – will be held in March. These awards help to identify employers that are hiring immigrants and making a smooth transition for employees. Nomination forms will be available online and marketing materials will be provided within the next couple weeks.
- Public reports and online survey results will be completed in the new year and will include barriers and community involvement.
- Between Oct & Sept over 17000 refugees arrived.
- A video project, Global Story Telling Project, with 7 short videos to raise the awareness of issues in the community will be distributed to schools for teachers to introduce in curriculum. Ella will send a link with information.

Mapleton:

- The CIP – public information session has been held. Draft plan is scheduled for mid November and to be presented to Council in December.
- The Photo Contest will close on December 9th, 2016.
- Jaclyn attended and participated in the Vibrant Villages with guest speaker Doug Griffiths at the Saugeen Economic Development Corporation on October 19th.

MEDI:

- The Ministry has restructured – Ontario Investment Office turning medium size businesses into large businesses – Steve will continue to cover Wellington County and Guelph.
- New Grants and programs will soon be available.
- Looking to have Site Certification presentation with updates at the December meeting.

Minto:

- Minto is officially a certified site, first one in County
- Christmas promotions in the process
- Live to Lead hosted in October, was very successful. Next event will be November 15th in Mount Forest and November 22nd in Palmerston.
- Local small business that started was recognized nationally
- EDAC and IEC conferences will be held in Niagara Falls and Toronto this year.

OMAFRA:

- Premiers Award for Innovation and Agriculture – celebrates the 10th anniversary – the ceremony will be held in the Waterloo area and will announce 4 winners from Wellington County.
- Survey for internal measure of economic development readiness to measure jobs and investment to show success stories for previous projects instead of instant results.
- The Municipal Economic Development Forum and Ag 4.0 will be held on November 2nd.
- New Community Funding Program is still in discussions.
- Over the coming years the Bruce Nuclear will under go a refurbishing which will provide more than 15000 jobs, new development for housing, businesses moving into area etc.

Puslinch:

- CIP to be included in budget
- Zoning bylaw

Safe Communities:

- No update

Wellington North:

- Renew Wellington North meeting will be held tonight.
- Produced YouTube videos for potential business applicants to engage business owners and real estate in order toward becoming more involved in the Renew program.
- Developments – a new nursing home will be built in Mount Forest. Looking to break ground spring 2017. Having discussions to determine how the old building can be used to continue to help the community
- Hospital re-development is also taking place.

WFA:

- No update

WFPB:

- Carolyn O'Donnell recently started with WFPB as Project Officer. Looking to increase WFPB Development committees in the 4 communities of Waterloo Region, Guelph, Wellington, Dufferin. These committees will identify key areas, shared issues and individual issues.

WWCFDC:

- Jenna is working on many new projects for WWCFDC

Minutes from the WCMEDG meetings are distributed to Council, Clerks, Economic Development Representatives and other members for information purposes.

Next meeting is scheduled for **December 6th, 2016 for Economic Development Officers/Coordinators, Supporting Organizations and Elected Officials** at 9:30am in the WWCFDC Boardroom.

Meeting adjourned at 11:35am

Crystal Ellis, Chair

Jane Shaw, Recording Secretary

Meeting: Accessibility Advisory Committee (AAC)

Location: Elora Library

Date: December 1, 2016

Time: 1:30pm

PRESENT: Councillor Pierre Brianceau, Matthew Bulmer, Cassandra Dal Bello, Nancy Dietrich, Councillor Kelly Linton, Mark MacKenzie, Michele Richardson, Nancy Oliver-Hawkrigg, Bob Pearson, Morgan Struyk, Irene Van Eenoo, Walt Visser

ABSENT: Susan Farrelly, Andrea Lawson, Warden George Bridge

Item	Description
1	Call to Order
2	Adoption of Previous Minutes Moved by: Pierre Brianceau Seconded by: Walk Visser
3	ACC Membership • Cassandra Dal Bello is replacing Morgan Struyk on the committee.
4	Old Business 4.1 Facility Accessibility Design Manual (FADM) Update – Morgan The changes proposed to the FADM have been adopted. Matthew suggested that there could be exceptions, for example when there is a Heritage Building renovation. When concerns arise, the issues should come to the committee and be dealt with at that point in time. Matthew also suggested that there should be a document that outlines the differences and amendments made to the new version of the FADM in comparison with the older document. Cassandra will look into this suggestion, as she is currently updating the FADM.

<p>4</p>	<p>4.2 StopGap Update – Morgan / Matthew</p> <p>Morgan met with Crystal Ellis, Manager of Economic Development and they discussed creating an Accessibility Resource Toolkit for small business owners which would include StopGap as a possible resource along with other areas of accessibility support. Councillor Kelly Linton agreed with idea of an Accessibility Tool Kit and suggested an update in the new year from a political side, continuously supporting and building momentum for the local businesses and pull all resources together for one project. Crystal suggested conducting a survey from the local business owners and tailor the “Tool Kit” to fit their needs.</p> <p>4.3 Blindsquare and iBeacons Update – Matthew / Cassandra</p> <p>Cassandra, Morgan and Matthew will be visiting the Sanderson Centre on December 12, 2016 and will relay information onto the committee at next the meeting.</p> <p>4.4 Highlighting Storefront Steps – Morgan</p> <p>The Letter of Recommendation regarding Highlighted Nosing’s on Storefront Steps has been sent to the Working Group with recommendations to distribute amongst municipalities, Chamber of Commerce or any other relevant parties. Cassandra will follow up with individuals before the next meeting. Mark suggested having a student summer project and having student employees paint the appropriate steps. Bob described a useful paint product that has anti grip grains in the paint itself. Bob said he will circulate the product information.</p> <p>4.5 Accessibility Fund Update – Morgan</p> <p>Michele was able to provide an update that the Wellington County Accessibility Fund will remain the same and only apply to the County’s membered Municipalities.</p> <p>4.6 International Plowing Match Accessibility Feedback – Nancy Oliver Hawkrigg</p> <p>Nancy Oliver Hawkrigg shared her feedback form the International Plowing Match. It was suggested to get the AAC involved in more events. Nancy’s feedback has been passed on to the Ontario Plowmen’s Association.</p>
<p>5</p>	<p>New Business</p> <p>5.1 Consulting with Canadians on Accessibility Legislation – Matthew</p> <p>Matthew raised awareness to members and encouraged committee members to participate in survey: Consulting with Canadians on Accessibility Legislation.</p>

<p>5</p>	<p>5.2 Event: Canadian Disability Hall of Fame – Matthew</p> <p>Irene was able to share her connection to two of the individuals inducted into the Canadian Disability Hall of Fame. Michele discussed that this event is very well supported. Michele and Cassandra will inquire about getting tickets to next year’s event.</p> <p>5.3 Service Animals: Current policy regarding certification of service animal & municipality maintaining a list of acceptable certification organizations – Cassandra</p> <p>It was decided that one wouldn’t challenge a letter/prescription from someone with a service or comfort animal, as long as the animal is not disruptive or illegal.</p>
<p>6</p>	<p>Next Meeting</p> <p>February 2, 2017 at 1:30pm Elora Library</p>



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 12, 2016

To: Heads of Council, All Ontario Municipalities
From: Dan Mathieson, Chair, MPAC Board of Directors
Subject: 2017 Budget and Municipal Levy

On behalf of MPAC's Board of Directors, I would like to advise you that the Board has approved the corporation's 2017 budget including a province wide municipal levy increase of 2.65%.

After four years with an agenda focused primarily on finding efficiencies while increasing organizational effectiveness through our 2013-2016 strategic plan, the Board has determined that the organization needs to make additional investment in its core business to ensure we continue to serve our stakeholders going forward.

In looking forward to next year, the requirement for MPAC to support and respond to the Assessment Review Board's (ARB) commitment to improve the appeals process played a critical role in the Board's review of the 2017 budget. Next year, the ARB will be implementing a strategy to eliminate backlogs and complete appeals within the assessment cycle which will have a direct impact on MPAC's staffing and resources. It is anticipated that MPAC will be required to respond to the scheduling of approximately 1,250 appeals per month. We believe the work being undertaken by the ARB will continue to support stability and predictability in Ontario's property assessment and taxation system.

A stable and predictable assessment base is similarly important to the Board and the changes such as disclosure, pre-roll discussions and the extensive outreach activities implemented for the 2016 Assessment Update are a reflection of our commitment. Taking this approach forward and building on it for the 2020 Assessment Update requires the establishment of a larger reserve fund for the 2020 Assessment Update. This requirement has also been reflected in the 2017 budget.

In 2017, MPAC will introduce formal Service Level Agreements (SLA) with municipalities across the province. The 2017 budget reflects the need to right size the number of senior valuation staff in the field to meet the demands of our workload, continue with programs to ensure the quality and consistency of data in our systems and continue to build our pool of accredited valuation experts and professionals.

As context, prior to 2013, the annual levy increase ranged from as low as three per cent to as high as six per cent. Over the last four years, MPAC dramatically enhanced its products and services and achieved \$20 million in savings while maintaining a commitment to an annual levy increase of only 0.95%. The levy increase has taken into account further operational savings and incremental revenues generated through MPAC's business development activities totaling over \$2 million for 2017. The move to a municipal levy increase of 2.65% ensures that going forward MPAC will continue to serve our municipal and government stakeholders as well as the property taxpayers of Ontario through service excellence and product leadership.

The levy amount for each municipality is determined by the levy formula contained within the MPAC Act and will be finalized following the delivery of the 2016 Assessment Roll later this year. Municipalities can expect to receive additional details in the coming weeks with final statements sent in January 2017.

Questions about MPAC's 2017 budget and municipal levy should be directed to Antoni Wisniowski, President and Chief Administrative Officer or Carla Y. Nell, Vice-President, Municipal and Stakeholder Relations.

Yours truly,



Dan Mathieson

Copy Chief Administrative Officers, Chief Financial Officers, Clerks & Treasurers
MPAC Board of Directors



Merry CHRISTMAS

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To Mayor Andy Lennox and Members of Council

Wishing you a Merry Christmas and A Happy New Year

GRCA has had another successful year managing the Heritage Grand River. The Parks were very busy this year.

Forestry Staff have been busy with trees damaged by the ice storm and the emerald ash borer.

The final draft of the budget will be presented to the board Jan. 25th.

I understand GRCA gave you some help with your waste water treatment. The GRCA staff are very qualified don't hesitate to ask their advice if needed.

I am an active member of Upper Grand committee, Heritage River committee and the Special recognition committee.

Looking forward to 2017 as your GRCA representative. Perhaps to the end of Councils term.

Best Wishes Pat Salter

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It's
YOUR
Community
... MAKE THE CALL!



CRIME 
STOPPERS
GUELPH WELLINGTON
1-800-222-TIPS (8477)

THE INFORMANT

WINTER 2016-17



YOUR TIP could be the missing piece of the puzzle!



IN THE NEWS

CJOY radio station is airing our public service announcements and Crime of the Week.

Cogeco TV is running our Crime of the Week during their daily news segments.

Eastlink TV is running our Crime of the Week.

Erin Radio 97.1 fm. CSGW is involved in a monthly 'live' interview which airs the beginning of each month.

101 The Grand radio features Crime Stoppers 'live' each month at 7pm-Tuesdays on the segment entitled "Swap Talk".

Mount Forest Mirror regularly prints our Crime Stoppers Corner and Crime of the Week.

The River 88.7 radio station runs our Crime of the Week — sponsored by *Young's Home Hardware of Mount Forest*. At the beginning of each month, a live broadcast with CSGW Program Coordinator airs during the morning show.

Rogers TV "Inside Guelph". Airls daily at noon and CSGW is a featured guest on this program.

Wellington Advertiser newspaper publishes our Crime of the Week each Friday. The COUNTY

supports CSGW by promoting our events on their dedicated page in the paper.

Wightman's TV Crime Stoppers' segments are running on their community Channel #6.

Other local papers also feature our Crime of the Week and articles from time to time.

We have redesigned our website courtesy of Quantum Slice Corporation and we are very excited!

Have a look for yourself www.csgw.tips

PROGRAM STATISTICS

Guelph and Wellington County stats since 1988 through November 2016:

Arrests	1,518
Charges Laid	4,204
Narcotics Seized.....	\$27,167,927
Property Recovered	\$10,160,210
Authorized Rewards	\$162,180

The numbers speak for themselves...Crime Stoppers works!



www.csgw.tips

FUNDRAISING AND AWARENESS

CSGW/HH BUCKET SALE



For all those last minute shoppers...come out **Friday December 16th and Saturday December 17th** to **Young's Home Hardware**, located at 525 Main Street, North in Mount Forest. Young's and CSGW have teamed up for a second year to bring you this **SPECIAL EVENT!**

Purchase a HH bucket for \$5 and receive 20% off your purchase for any items you can fit inside the bucket. (some exclusions may apply) Young's HH will donate the money raised from the bucket sales to the CSGW program.



CRIME STOPPERS MONTH

JANUARY is recognized nationally as Crime Stoppers month. We will be holding a FLAG RAISING in Guelph at City Hall on **January 4th** and on **January 6th** in Mount Forest. Follow us on Twitter, FaceBook and our website for more news and events.

STUDENT CONTEST



The Sound of Crime Stoppers contest has now closed and the winner will be announced in January. Thank you to everyone for your submissions.

TRIVIA NIGHT

Grand River Raceway and CSGW will be partnering for our inaugural Trivia Event Fundraiser **Saturday February 25th**. Test your skills against a panel of experts and come out for a night of fun! Purchase tickets on line at <http://grandriverraceway.com/triviaevents/>

SANTA CLAUS PARADES

We celebrated our Award Winning Program with the community in this year's parades throughout the county. Hope everyone had fun! Keep you and your community safe during the holiday season.

Merry Christmas !



SHREDDING EVENTS

Thank you to the community for sharing in this event! We raised \$1,441.00 on September 24th in Guelph and \$936.00 on October 29th in Mount Forest.



Thank you to our partner—**FileBank** who donated their services. We appreciate the support from our media partners, Battlefield Rentals, Stone Road Mall, Wellington North Fire Service, our community partners and volunteers!

ROAD SIGNS

Thank you to the **Mount Forest Lions Club** for sponsoring a road sign located on Hwy #6 a the north end of Mount Forest.



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

BY-LAW NUMBER 104-16

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 19, 2016.

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 19, 2016 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 19TH DAY OF DECEMBER, 2016.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS		
Friday, December 23, 2016	Office closes till December 28	12:00 p.m.
Friday, December 30, 2016	Office closes till January 3	12:00 p.m.
Monday, January 9, 2017	Regular Council	2:00 p.m.
Monday, January 16, 2017	Special Meeting (Budget Meeting)	4:30 p.m.
Thursday, January 19, 2017	Cultural Roundtable Committee	12:00 p.m.
Monday, January 23, 2017	Regular Council	7:00 p.m.

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

Sign Language Services – Canadian Hearing Society – 1-877-347-3427
- Kitchener location – 1-855-656-3748
TTY: 1-877-843-0368

Documents in alternate forms – CNIB – 1-800-563-2642