

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – SEPTEMBER 14, 2020 AT 7:00 P.M.
VIA WEB CONFERENCING**

HOW TO JOIN

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	PAGE NUMBER
CALLING TO ORDER	
ADOPTION OF THE AGENDA	
Recommendation: <i>THAT the Agenda for the September 14, 2020 Regular Meeting of Council be accepted and passed.</i>	
DISCLOSURE OF PECUNIARY INTEREST	
COUNTY COUNCIL UPDATE	
Steve O'Neill, County of Wellington Councillor, Ward 4	
PRESENTATIONS	
1. Linda Dickson, Emergency Manager/CEMC <ul style="list-style-type: none"> Report EM2020-001 – New Emergency Plan Report Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receives the Emergency Manager's Report EM2020-001 regarding the New Emergency Response Plan;</i> <i>AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the by-law adopting the 2020 Emergency Response Plan for the Township of Wellington North, County of Wellington and Member Municipalities.</i>	001
2. Don Irvine, Senior Operations Manager, Ontario Clean Water Agency (OCWA) <ul style="list-style-type: none"> Mount Forest Wastewater Treatment System, Annual Report, for the period January 1, 2019 – December 31, 2019 Arthur Wastewater Treatment Plan, Annual Report, for the period May 1, 2019 – April 30, 2020 Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive the Ontario Clean Water Agency Annual Reports for the Mount Forest Wastewater Treatment System for the period January 1, 2019 – December 31, 2019 and the Arthur Wastewater Treatment Plan for the period May 1, 2019 – April 30, 2020.</i>	005 040

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING	
1. Regular Meeting of Council, August 24, 2020 Recommendation: <i>THAT the minutes of the Regular Meeting of Council held on August 24, 2020 be adopted as circulated.</i>	099
BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL	
COUNCIL OPEN FORUM	
To be determined.	
ITEMS FOR CONSIDERATION	
1. MINUTES	
a. Recreation, Parks and Leisure Committee, September 1, 2020 Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on September 1, 2020;</i> Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North approve the proposed locations for memorial trees as recommended by the Recreation, Parks and Leisure Committee.</i>	105
b. Mount Forest District Chamber of Commerce, August 11, 2020 Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce meeting held on August 11, 2020.</i>	110
c. Grand River Conservation Authority, Summary of the General Membership Meeting – August 28, 2020 Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive the Summary of the General Membership Meeting held on August 28, 2020.</i>	114
2. PLANNING	
a. Report DC 2020-023, Development Updates Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive Report DC 2020-023 being a report on development updates in the Township of Wellington North.</i>	115

<p>b. Report DC 2020-024, Consent Application B55-20 Lester and Vera Sauder</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive Report DC 2020-024 being a report on Consent Application (Lot Line Adjustment) B55-20 known as Part Lot 3, Concession 10, in the former Township of Arthur.</i></p> <p><i>AND FURTHER THAT the Council of the Township of Wellington North supports consent application B55-20 as presented with the following conditions:</i></p> <ul style="list-style-type: none"> • <i>THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;</i> • <i>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;</i> <p><i>AND FURTHER THAT Council authorizes the Development 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.</i></p>	<p>124</p>
<p>c. Report DC 2020-025, Consent Application B56-20 Elmer Martin</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive Report DC Report 2020-025 being a report on Consent Application (Lot Line Adjustment) B56-20 known as Part Lot 3, Concession 10, in the former Township of Arthur.</i></p> <p><i>AND FURTHER THAT the Council of the Township of Wellington North supports consent application B56-20 as presented with the following conditions:</i></p> <ul style="list-style-type: none"> • <i>THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;</i> • <i>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;</i> <p><i>AND FURTHER THAT Council authorizes the Development 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.</i></p>	<p>129</p>
<p>d. Report DC 2020-026, Waste Management of Canada Corporation Site Plan Agreement, 200 Sligo Road West, Mount Forest</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive Report DC 2020-026 regarding the final approval of the Waste Management of Canada Corporation Site Plan Agreement.</i></p>	<p>134</p>

3. BUILDING	
<p>a. Report CBO 2020-10 Propane Generator Set</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive Report CBO 2020-10 being a report on the recommended purchase of a Propane Generator Set – T&T Unit for the Municipal Office and Kenilworth Works Shop;</i> <i>AND FURTHER THAT Council authorize staff to proceed with a Negotiated Process whereas a Competitive Process as specified in the Purchasing and Procurement Policy would be typically applied;</i> <i>AND FURTHER THAT Council authorize the purchase and installation of the GNX-50-1 50kWe 120/240VAC Standby Propane Genset from T & T Power Group for a cost of \$46,446.54 plus HST.</i></p>	143
<p>b. Report CBO 2020-11 Post Subdivision Approval Drainage Inspection Policy</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive Report CBO 2020-11 being a report on a Post Subdivision Approval Drainage Inspection Policy;</i> <i>AND FURTHER THAT Council adopt Policy No. 006-20 being a Post Subdivision Approval Drainage Inspection Policy.</i></p>	147
<p>c. Report CBO 2020-12 Building Permit Review Period Ending August 31st, 2020</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive Report CBO 2020-12 being the Building Permit Review for the period ending August 31st,2020.</i></p>	151
4. ECONOMIC DEVELOPMENT	
<p>a. Report EDO 2020-020 Electronic Vehicle Charging Station</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive for information report EDO 2020-020 being a report on the Wellington North Electronic Vehicle Charging Stations</i></p>	153
<p>b. Report EDO 2020-021 Wellington North Shop Local Program Sidewalk Saturday Celebrations</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive for information Report EDO 2020-021 being an update on the Wellington North Shop Local Program and specifically the Sidewalk Saturday Celebrations.</i></p>	156
5. FINANCE	
<p>a. Cheque Distribution Report, September 9, 2020</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated September 9, 2020.</i></p>	161

6. OPERATIONS	
<p>a. Report PW 2020-026 being a report on the Township's Speed Limit By-law</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive Report PW 2020-026 being a report on the Township's speed limit by-law;</i> <i>AND FURTHER THAT Council direct staff to take the necessary actions to reduce the speed limit on Sideroad 3 West from Sally Street to Wellington Road 6 from 80km/hr to 60km/hr speed limit;</i> <i>AND FURTHER THAT Council authorizes the Mayor and Clerk to sign a by-law to amend by-law 060-15 to reduce the speed limit on Sideroad 3 West from Sally Street to Wellington Road 6 from 80km/hr to 60km/hr.</i></p>	166
7. ADMINISTRATION	
<p>a. Report CLK 2020-017 Report on Amended Council meeting schedule for 2020 and Council meeting dates for 2021</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-017 being a report on an amended Council meeting schedule for 2020 and setting Council meeting dates and times for 2021.</i> <i>AND FURTHER THAT Council adopts the amended Council meeting schedule for 2020 Meeting Schedule.</i> <i>AND FURTHER THAT Council adopts Council meeting schedule for 2021.</i></p>	168
<p>b. Report CLK 2020-018 bill 156 Security from Trespass and Protecting Food Safety Act</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-018 being a report on Bill 156, Security from Trespass and Protecting Food Safety Act.</i></p>	172
8. COUNCIL	
<p>a. Don Nickell, 504 Durham St. E., Mount Forest, correspondence dated August 25, 2020 regarding London Road, Mount Forest Concerns</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive correspondence, dated August 25, 2020, from Don Nickell, 504 Durham Street East, Mount Forest regarding London Road, Mount Forest Concerns.</i></p>	176
<p>b. County of Wellington, Notice of Study Commencement, Wellington Road 109 Bridges from Highway 6 to Sideroad 7, Township of Wellington North, Schedule C Municipal Class Environmental Assessment</p> <p>Recommendation: <i>THAT Council of the Corporation of the Township of Wellington North receive the County of Wellington, Notice of Study Commencement, Wellington Road 109 Bridges from Highway 6 to Sideroad 7, Township of Wellington North, Schedule C Municipal Class Environmental Assessment.</i></p>	179

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION	
ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION	
<p>Recommendation: <i>THAT all items listed under Items for Consideration on the September 14, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:</i></p>	
CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION	
NOTICE OF MOTION	
COMMUNITY GROUP MEETING PROGRAM REPORT	
<p>Councillor Yake (Ward 1):</p> <ul style="list-style-type: none"> • North Wellington Health Care Corporation – Louise Marshall Hospital • Lynes Blacksmith Shop Committee • Wellington North Safe Communities Committee • Upper Grand Trailway Wellington Sub Committee • Wellington North Power • Recreation, Parks and Leisure Committee • Mount Forest Homecoming Committee (inactive) <p>Councillor Burke (Ward 2):</p> <ul style="list-style-type: none"> • Mount Forest Aquatic Ad Hoc Advisory Committee • Wellington North Wellness & Team Building Committee • Mount Forest Business Improvement Area <p>Councillor Hern (Ward 3):</p> <ul style="list-style-type: none"> • Wellington North Cultural Roundtable • Mount Forest & District Chamber of Commerce • Arthur & District Chamber of Commerce • Arthur Business Improvement Area • Arthur BMX/Skateboard Park Advisory Committee • EarlyON Child and Family Services Committee <p>Councillor McCabe (Ward 4):</p> <ul style="list-style-type: none"> • Recreation, Parks and Leisure Committee • Saugeen Valley Conservation Authority • Wellington North Health Professional Recruitment Committee • Upper Grand Trailway Wellington Sub Committee <p>Mayor Lennox:</p> <ul style="list-style-type: none"> • Wellington North Power • Ex Officio on all committees 	

BY-LAWS	
a. By-law Number 073-20 being a by-law to authorize the execution of Connecting Links Program Contribution Agreement with Her Majesty The Queen In Right Of Ontario (as represented by the Minister of Transportation) and The Corporation of the Township of Wellington North for George/Smith Street, Arthur	181
b. By-law Number 074-20 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 and repeal By-law 105-19 and By-law 045-20	226
c. By-law Number 075-20 being a by-law to provide for the approval of a Municipal Emergency Response Plan and to repeal By-laws No. 37-10, 39-12, 50-12, 71-14, 088-16 and 094-17	227
d. By-law Number 076-20 being a by-law to authorize a Boundary Road Agreement between The Corporation of the Township of Wellington North and the Town of Grand Valley	307
Recommendation: THAT By-law Number 073-20, 074-20, 075-20 and 076-20 be read a First, Second and Third time and enacted.	
CONFIRMING BY-LAW	313
Recommendation: <i>THAT By-law Number 077-20 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 September 14, 2020 be read a First, Second and Third time and enacted.</i>	
ADJOURNMENT	
Recommendation: <i>THAT the Regular Council meeting of September 14, 2020 be adjourned at __: p.m.</i>	

MEETINGS, NOTICES, ANNOUNCEMENTS		
Mount Forest District Chamber of Commerce Directors Meeting	Tuesday, September 15, 2020	7:00 p.m.
Arthur BIA Directors Meeting	Wednesday, September 16, 2020	7:30 p.m.
Wellington North Cultural Roundtable	Thursday, September 24, 2020	12:00 p.m.
Wellington North Farmers Market	Saturdays – Final Day September 26, 2020	8:30 a.m. to 12:00 p.m.
Regular Council Meeting – via video conference	Monday, September 28, 2020	7:00 p.m.
Recreation, Parks & Leisure Committee	Tuesday, October 6, 2020	8:30 a.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



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council
Meeting of September 14, 2020

From: Linda Dickson, Emergency Manager/CEMC

Subject: EM2020-001 - New Emergency Response Plan Report

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receives the Emergency Manager's Report EM2020-001 regarding the New Emergency Response Plan;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the by-law adopting the 2020 Emergency Response Plan for the Township of Wellington North, County of Wellington and Member Municipalities.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

None

BACKGROUND

A Municipal Emergency Response Plan (Plan) is a requirement under the Emergency Management and Civil Protection Act, R.S.O., 1990 (EMCPA). The current Plan was approved by the County and Member Municipalities in 2010. The main update to the Plan in 2010 was the combination of eight Municipal Emergency Responses Plans into one. There have been four amendments to the Plan since 2010 but a major review and update of the Plan has not occurred in the past 10 years. Given the number of municipal responses to emergencies over the past several years, it is important to include or reinforce best practices to these responses into the Plan. The following is a list of municipal emergency responses that have occurred since 2010:

- ▶ 2011 Host Community Sandy Lake;
- ▶ 2013 Ice storm (two separate events occurred, one in April and one in December);
- ▶ 2015 Tornado that impacted the Municipalities of Mapleton, Minto and Wellington North;
- ▶ 2016 Ice Storm that had a significant impact on the Township of Centre Wellington;
- ▶ 2017 Flood events that had impacts across the County but significantly affected Mapleton and Minto. Both Municipalities declared emergencies;
- ▶ 2018 Spring Thaw event that cause flooding across the County;
- ▶ 2019 Snow storm; and
- ▶ 2020 COVID response.

The following is a summary of the changes being proposed in the 2020 Emergency Response Plan.

- 1) The Introduction Section has been expanded by adding emergency management programme elements and definitions for mitigation, prevention, preparedness, response and recovery.
- 2) A new section has been added to better define and explain the Hazard Identification and Risk Assessment (HIRA) process required by the EMCPA. In addition, the Hazard list in the Plan has been updated to reflect current risk profiles of the County and Member Municipalities.
- 3) The Declaration Section has been updated and clarified. The section still references the applicable authority for declarations under the EMCPA, the requirements for notification and circulation of the declaration, and sections for Member Municipal declarations and County declarations. A new sub-section to address the issuance of Municipal Orders has been added.
- 4) Municipal Emergency Control Group Roles. This section has been updated with the Municipal Emergency notification procedures for the Control Group. The policies to establish a Joint Municipal Emergency Control Group remain the same. This has been an effective response model for the County and Member Municipalities since the 2011 Host Community response between Wellington North and the County of Wellington. This section still contains the roles and responsibilities for individual control group positions, support staff and support agencies although some roles and responsibilities have been revised based upon consultation. These include
 - a. Fire
 - b. Treasurers
 - c. Water and Waste Water
 - d. Public Health
 - e. HR
 - f. Local Hydro utilities
 - g. Guelph Wellington Paramedic Services
- 5) Incident Management System response has been updated. The IMS flow charts have been updated along with some minor revisions to the role and responsibilities. The Administration and Finance Section has been changed to reference a new section titled Financial Considerations.
- 6) Financial Considerations combine all the financial policies in the Plan and includes them in one section. The updated roles and responsibilities and the wording of this section was reviewed in consultation with the Treasurers.
- 7) Emergency Social Services is a new section that includes the Evacuation Section of the Plan. A separate Emergency Social Services Plan has been in place for many years. This section of the Plan addresses the areas of social services responsibilities for food, clothing, lodging, registration and inquiry and speaks to the relationship between Wellington County Social Services and the Canadian Red Cross through our current Memorandum of Understanding. The Section also lists the Shelter/Reception/Warming/Cooling Centre locations by Municipality.
- 8) A new section titled Protection and Care of Animals has been added.
- 9) A new Debris Management Section has been added. This section includes definitions; provides classification of debris and how to handle them; describes debris management

operations; the role of Solid Waste Services in debris management; and an explanation of the legislative environment that can affect the management of debris.

- 10) A new section titled Service Continuity has been added which speaks to the development of a Service Continuity programme for municipalities. Development of Service Continuity Plans is not mandatory but is a recommended best practice. The County of Wellington currently has a Service Continuity programme in place consisting of Department plans and opportunities for training and testing of the Plans. A staff Committee oversees the Programme.
- 11) The definitions and acronyms section has been updated and included as an appendix to the Plan. This section of the Plan can be updated as needed to clarify current definitions and acronyms or add new ones.

There have been some minor changes made to the Emergency Response Plan from comments provided after the Emergency Response Plan presentations.

- 1) Section 8.1 amended to clarify control group and Emergency Operation Centre activations and clarified the introduction of the Recovery Section to clarify the establishment of a Recovery Committee.
- 2) Some minor edits for very specific operational functions for municipalities such as the position of their EIO. EMPCA regulations require the EIO to be appointed by Council and therefore we list the positions by municipality in the Emergency Response Plan.
- 3) Update the Incident Management Flow Charts
 - Command Advisory is replaced with Head of Council/Mayor,
 - Operations Section updated by renaming the three subsections to include Public Works/Infrastructure, Emergency Services and Community Services which is further broken down to Recreation, Public Health and Economic Development and Tourism.

These changes better reflect the operational response structure used by municipalities during CoViD.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None. The By-law is included in this agenda in the By-law section.

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☒ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

Prepared By: Linda Dickson, Emergency Manager/CEMC

Linda Dickson

Recommended By: Michael Givens, Chief Administrative Officer *Michael Givens*

ANNUAL REPORT

MOUNT FOREST WASTEWATER TREATMENT SYSTEM

FOR THE PERIOD:
JANUARY 1, 2019 – DECEMBER 31, 2019

*Prepared for the Township of Wellington North
by the Ontario Clean Water Agency*



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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Appendix A: Performance Assessment Report

Appendix B: Sludge Haulage Summary & Sludge Quality Analysis

Appendix C: Calibration Reports

Appendix D: Process Flow Schematic

1. System Description

In November 2008, the Mount Forest Water Pollution Control Plant began operation. The plant consists of a raw water pumping station, which used to be the old sewage treatment plant. This flow now enters the new Influent Works building which contains a vertical bar screen, a washer screw compactor, a circular grit chamber complete with grit extraction equipment and blowers, and a grit dewatering screw all sized to accommodate the hydraulic peak flow rate of 15,000 m³/d. This conventional wastewater plant uses diffused air supplied by two (2) duty aeration blowers and one (1) standby blower to supply its two (2) aeration tanks and supplements its phosphorous removal using alum. The plant applies its coagulant aid prior to its two square final clarifiers which are fitted with sludge removal scrapers.

Two final effluent single media filters including traveling backwash mechanism and return of backwash to the head of the aeration tanks follow the final clarifiers. The effluent then flows through the ultraviolet disinfection system which consists of two banks, one duty and one standby, with each bank sized for the Peak Flow Rate. The plant is designed to remove suspended solids, BOD₅, and phosphorus from the wastewater. Chlorination of bypasses which are metered is done through a manual sodium hypochlorite drip into the existing chlorine contact chamber at the Raw Sewage Pumping Station.

The sludge digestion and storage is located at the new site, and receives sludge from the Mount Forest WPCP and from the Arthur WPCP on an as need basis. Sludge treatment system consists of a five (5) tank aerobic sludge digestion system with a total storage volume of 3,951m³, equipped with coarse bubble diffusers, submersible mixers and supernatant decanting.

An overview of Mount Forest Wastewater Treatment Plant can be found in Table 1:

Table 1. Mount Forest Wastewater Treatment Plant Overview

Facility Name	Mount Forest Wastewater Treatment Plant
Facility Type	Extended Air STP with Tertiary Treatment
Plant Classification	WWT II
Works Number	120001381
Design Capacity	2,818 m ³ /day
Receiving Water	South Saugeen River
Certificate of Approval	6134-73FHHU

2. Monitoring Data and Comparison to Effluent Limits

As per Section 10.(5)(a) of C of A 6134-73FHHU, *a summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 7, including an overview of the success and adequacy of the Works* is required.

2.1 Sampling Frequency

Both influent (raw sewage) and effluent are sampled on a regular basis. The sampling types and frequencies are summarized in Table 2 and Table 3. The sampling frequencies meet the requirements set out in Section 9 of C of A 6134-73FHHU.

Table 2. Influent (Raw Sewage) Monitoring – Sampling Frequencies

Parameter	Sample Type	Frequency
BOD ₅ *	24-hour Composite	Weekly
Total Suspended Solids*	24-hour Composite	Weekly
Total Phosphorous*	24-hour Composite	Weekly
Total Kjeldahl Nitrogen*	24-hour Composite	Weekly

*Refer to Appendix A for monthly sample results.

C of A # 6134-73FHHU

Annual Performance Report: January 1, 2019 to December 31, 2019

Township of Wellington North: Mount Forest Wastewater Treatment Plant

Table 3. Effluent Sampling Monitoring – Sampling Frequencies

Parameters	Sample Type	Frequency
CBOD ₅ *	24-hour Composite	Weekly
Total Suspended Solids*	24-hour Composite	Weekly
Total Phosphorous*	24-hour Composite	Weekly
Total Ammonia Nitrogen*	24-hour Composite	Weekly
Nitrate Nitrogen*	24-hour Composite	Weekly
E. Coli*	Grab	Weekly
pH	Grab (on-site)	Weekly
Temperature	Grab (on-site)	Weekly

*Refer to Appendix A for monthly sample results.

2.2 Effluent Objectives and Effluent Limits

The effluent objectives as per Section 6 of C of A 6134-73FHHU for the Mount Forest Wastewater Treatment Plant are:

Table 4. Effluent Objectives as per Section 6 of C of A 6134-73FHHU

Effluent Parameter	Concentration Objective (mg/L)	Loading Objective (kg/day)
CBOD ₅	6.0	17.0
Total Suspended Solids	10.0	17.0
Total Ammonia Nitrogen		
Dec 01 to Apr 30	4.0	11.3
May 01 to Nov 30	1.5	4.2
Total Phosphorous	0.3	0.85
Free Chlorine Residual	0	-
E.Coli	100 CFU/100mL (Monthly Geometric Mean Density)	-

The effluent limits that are to be met as per Section 7 of C of A 6134-73FHHU for the Mount Forest Wastewater Treatment Plant are found in Table 5. Any exceedance with the limits found in Table 5 constitutes a non-compliance with C of A 6134-73FHHU.

Table 5. Effluent Limits as per Section 7 of C of A 6134-73FHHU

Effluent Parameter	Concentration Limit (mg/L)	Loading Limit (kg/day)
CBOD ₅	12.5	35
Total Suspended Solids	12.5	35
Total Ammonia Nitrogen		
Dec 01 to Apr 30	6.0	17.0
May 01 to Nov 30	2.5	7.0
Total Phosphorous	0.37	1.05
Free Chlorine Residual	0.02	-
E.Coli	200 CFU/100mL (Monthly Geometric Mean Density)	-

pH of the effluent to be maintained between 6.0 to 9.0, inclusive.

2.3 Comparison of Data to Effluent Objectives and Effluent Limits

Analytical and monitoring data for the Mount Forest Wastewater Treatment Facility is stored in OCWA's data management system (WISKI). Annual and monthly averages for flows, CBOD₅, BOD₅, Suspended Solids, Total Phosphorous, Nitrogen-series and E.coli can be found in Appendix A. A comparison of analytical data from effluent samples to the effluent objectives and effluent limits are shown in the tables below:

Table 6.

	CBOD ₅					
	Monthly Average Concentration (mg/L)	Within Objectives (6.00 mg/L)	Within Limits (12.50 mg/L)	Monthly Average Loading (kg/d)	Within Objectives (17.00 kg/d)	Within Limits (35.00 kg/d)
January	2.00	Yes	Yes	4.51	Yes	Yes
February	2.50	Yes	Yes	5.83	Yes	Yes
March	2.75	Yes	Yes	7.85	Yes	Yes
April	2.40	Yes	Yes	8.86	Yes	Yes
May	2.50	Yes	Yes	6.77	Yes	Yes
June	2.25	Yes	Yes	4.45	Yes	Yes
July	3.20	Yes	Yes	5.22	Yes	Yes
August	2.00	Yes	Yes	2.99	Yes	Yes
September	2.25	Yes	Yes	3.18	Yes	Yes
October	2.00	Yes	Yes	2.33	Yes	Yes
November	2.00	Yes	Yes	3.18	Yes	Yes
December	2.00	Yes	Yes	3.27	Yes	Yes

Table 7.

	Total Suspended Solids					
	Monthly Average Concentration (mg/L)	Within Objectives (10.00 mg/L)	Within Limits (12.50 mg/L)	Monthly Average Loading (kg/d)	Within Objectives (28.20 kg/d)	Within Limits (35.00 kg/d)
January	2.60	Yes	Yes	5.86	Yes	Yes
February	4.75	Yes	Yes	11.07	Yes	Yes
March	5.25	Yes	Yes	14.98	Yes	Yes
April	5.60	Yes	Yes	20.67	Yes	Yes
May	8.25	Yes	Yes	22.35	Yes	Yes
June	5.75	Yes	Yes	11.38	Yes	Yes
July	2.40	Yes	Yes	3.92	Yes	Yes
August	2.25	Yes	Yes	3.37	Yes	Yes
September	2.50	Yes	Yes	3.53	Yes	Yes
October	2.80	Yes	Yes	3.27	Yes	Yes
November	2.75	Yes	Yes	4.38	Yes	Yes
December	2.80	Yes	Yes	4.58	Yes	Yes

C of A # 6134-73FHHU

Annual Performance Report: January 1, 2019 to December 31, 2019

Township of Wellington North: Mount Forest Wastewater Treatment Plant

Table 8.

	Total Ammonia Nitrogen (Ammonia Nitrogen + Ammonium Nitrogen)									
	Monthly Average Concentration (mg/L)	Within Objectives (Dec 01-Apr 30 4.00 mg/L)	Within Objectives (May 01-Nov 30 1.50 mg/L)	Within Limits (Dec 01-Apr 30 6.00 mg/L)	Within Limits (May 01-Nov 30 2.50 mg/L)	Monthly Average Loading (kg/d)	Within Objectives (Dec 01-Apr 30 11.30 kg/d)	Within Objectives (May 01-Nov 30 4.20 kg/d)	Within Limits (Dec 01-Apr 30 17.00 kg/d)	Within Limits (May 01-Nov 30 7.00 kg/d)
January	0.10	Yes	n/a	Yes	n/a	0.23	Yes	n/a	Yes	n/a
February	0.58	Yes	n/a	Yes	n/a	1.34	Yes	n/a	Yes	n/a
March	0.15	Yes	n/a	Yes	n/a	0.43	Yes	n/a	Yes	n/a
April	0.10	Yes	n/a	Yes	n/a	0.37	Yes	n/a	Yes	n/a
May	0.10	n/a	Yes	n/a	Yes	0.27	n/a	Yes	n/a	Yes
June	0.10	n/a	Yes	n/a	Yes	0.20	n/a	Yes	n/a	Yes
July	0.14	n/a	Yes	n/a	Yes	0.23	n/a	Yes	n/a	Yes
August	0.15	n/a	Yes	n/a	Yes	0.23	n/a	Yes	n/a	Yes
September	0.45	n/a	Yes	n/a	Yes	0.64	n/a	Yes	n/a	Yes
October	0.10	n/a	Yes	n/a	Yes	0.12	n/a	Yes	n/a	Yes
November	0.13	n/a	Yes	n/a	Yes	0.20	n/a	Yes	n/a	Yes
December	0.10	Yes	n/a	Yes	n/a	0.16	Yes	n/a	Yes	n/a

Table 9.

	Total Phosphorus					
	Monthly Average Concentration (mg/L)	Within Objectives (0.300 mg/L)	Within Limits (0.370 mg/L)	Monthly Average Loading (kg/d)	Within Objectives (0.85 kg/d)	Within Limits (1.05 kg/d)
January	0.158	Yes	Yes	0.356	Yes	Yes
February	0.100	Yes	Yes	0.233	Yes	Yes
March	0.093	Yes	Yes	0.264	Yes	Yes
April	0.112	Yes	Yes	0.413	Yes	Yes
May	0.140	Yes	Yes	0.379	Yes	Yes
June	0.125	Yes	Yes	0.247	Yes	Yes
July	0.068	Yes	Yes	0.111	Yes	Yes
August	0.088	Yes	Yes	0.131	Yes	Yes
September	0.095	Yes	Yes	0.134	Yes	Yes
October	0.068	Yes	Yes	0.079	Yes	Yes
November	0.140	Yes	Yes	0.223	Yes	Yes
December	0.216	Yes	Yes	0.353	Yes	Yes

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Table 10.

	E.coli		
	Monthly Geometric Mean Density (CFU/100mL)	Within Objectives (100 CFU/100mL)	Within Limits (200 CFU/100mL)
January	1.52	Yes	Yes
February	3.72	Yes	Yes
March	2.00	Yes	Yes
April	3.29	Yes	Yes
May	10.95	Yes	Yes
June	6.06	Yes	Yes
July	4.00	Yes	Yes
August	2.74	Yes	Yes
September	2.00	Yes	Yes
October	14.52	Yes	Yes
November	2.38	Yes	Yes
December	2.49	Yes	Yes

Table 11. Annual Effluent Results Summary, 2019

Parameters	Average	Minimum	Maximum	Average Annual Loading
CBOD ₅	2.32	2.00	6.00	4.87
Total Suspended Solids	3.91	2.00	10.00	9.11
Total Phosphorus	0.118	0.340	0.050	0.244
Total Ammonia Nitrogen	0.18	0.10	2.00	0.37
E.Coli	9.57	0	240.00	-
pH	7.84	7.38	8.45	-
Temperature	8.79	5.60	18.20	-

2.4 Additional Monitoring Parameters

The following parameters in Table 12 do not have limits or objectives but are monitored on a regular basis (see Section 2.1 for sampling frequency) as required by C of A 6134-73FHHU. Table 12 summarizes the monitoring data for the reporting period.

Raw Sewage Quality:

Table 12. Raw Sewage Monitoring Parameters as required by C of A 6134-73FHHU for Mount Forest Wastewater Treatment Plant, 2019

Parameter	Average	Minimum	Maximum
BOD ₅ * (mg/L)	81.54	34.50	138.40
Total Suspended Solids* (mg/L)	70.45	40.00	127.25
Total Phosphorous* (mg/L)	1.99	0.92	2.94
Total Kjeldahl Nitrogen* (mg/L)	21.68	10.04	32.93

* Refer to the Appendix A PAR for monthly sample results.

2.5 Overview of Success and Adequacy of the Works

The annual average effluent TSS concentration was 3.98 mg/L with an average removal efficiency of 92.82%. The annual average effluent Total Phosphorus concentration was 0.117 mg/L with an average removal efficiency of 93.14%.

The bacteriological quality of the effluent complied with the certificate of approval requirement of <200 CFU per 100 mL sample. The annual geometric mean density of organisms for 2019 was 4.64 CFU per 100 mL, indicating extremely effective effluent disinfection.

The total raw sewage volume of wastewater treated in 2019 was 714,415.30 m³. The annual average daily flow of raw sewage was 1959.69 m³/day was 69.54 % of the design flow (2,818 m³/day). The maximum peak flow of 6348.40 m³/day occurred during March due to higher seasonal temperatures which resulted in rapid snow melt as well as heavy precipitation. This represents a peak flow of 225.28% of the rated capacity. The wastewater treatment plant operated within the rated capacity 85% of the time (310 out of 365 days of the year)

The sewage treatment operations for 2019 provided effluent quality that met all of the effluent requirements of the CofA and demonstrates average percentage of removal efficiency (>92%) for key parameters. The effluent for 2019 was within all effluent limits and all effluent objectives set out in the CofA. Based on this evidence, the current sewage treatment program is deemed adequate. OCWA will continue to stay within effluent limits and will continue to aim to meet effluent objectives during each reporting period.

3. Operating Problems and Corrective Actions

As per Section 10.(5)(b) of C of A 6134-73FHHU, *a description of any operating problems encountered and corrective actions taken* is required.

There were no operating problems encountered or corrective actions required at the Mount Forest Water Pollution Control Plant during 2019 that affected the quality of the effluent leaving the plant. All repairs/maintenance can be found in Section 4.

4. Major Maintenance Activities

As per 10.(5)(c) of C of A 6134-73FHHU, *a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanisms or thing forming part of the works* is required.

Plant maintenance, including non-scheduled maintenance is monitored using Maximo Workplace Management System. All routine and preventative maintenance was conducted as scheduled in 2019.

For 2019, major maintenance activities that occurred include:

Plant:

- Digester Blower repair
- Hour Meter installations
- HVAC maintenance and repairs
- Decant Chamber Hatch repair
- Backflow Prevention inspections
- Flow Meter calibrations
- Gas Meter calibrations
- UPS Battery replacement
- Auto Bar Screen repair
- Scum Pit and Clarifier cleaning
- Sand Filter inspections
- UV Unit servicing
- Aeration Blower #1 Flange installation
- Septage Hose and Adapter repair
- Aeration Tank #1 cleaning and inspection
- Skimmer Unit wiring and repair

Cork St. Pumping Station:

- Pump #2 cleaning and repair
- Check Valve repair

Durham St. Pumping Station:

- Generator Fuel Pump replacement
- HMI Panel replacement

North Water St. Pumping Station:

- Batteries and Trickle Charger replacement for the Generator
- Wet Well cleanout

5. Effluent Quality Assurance and Control

As per 10.(5)(d) of C of A 6134-73FHHU, *a summary of any effluent quality assurance or control measures undertaken in the reporting period* is required:

All laboratory analyzed raw sewage and effluent samples (Section 2.1) are analyzed by SGS Canada Inc., which is an ISO 17025 accredited laboratory. In-house tests are conducted for monitoring purposes by licensed operators using standardized methods. The results from in-house tests are used to determine treatment efficiency and to effectively maintain process control. Calibrations and preventative maintenance are performed on facility equipment and monitoring equipment, see Section 4 for more details. In addition to sample analysis,

preventative maintenance is scheduled for equipment at the sewage treatment plant and pumping stations at regular frequency (frequency depends on the equipment and type of maintenance). Maintenance activities are scheduled in the work management system Maximo.

The sewage system is operated and maintained by licensed Operators. The mandatory licensing program for operators of sewage treatment facilities in Ontario is regulated under the Ontario Water Resources Act (OWRA) Ontario Regulation 129/04. A licensed individual meets the education and experience requirements and has successfully passed the licensing examination.

The following are certified operators who operated this facility during 2019 with current certified classification, certificate numbers and certificate expiry dates.

TABLE 13.

Operator	Level	Certificate #	Expiry Date
Dwight Hallahan	WWT 2	15499	Apr 30, 2022
	WWC 1	16002	Oct 31, 2022
Dan Yake	WWT 2	57390	Jul 31, 2022
	WWC 1	69121	Jan 31, 2023
Steve Miller	WWT 4	15422	Jan 31, 2022
	WWC 2	17899	Jan 31, 2022

6. Calibration and Maintenance Procedures

As per 10.(5)(e) of C of A 6134-73FHHU, *a summary of the calibration and maintenance carried out on all effluent monitoring equipment* is required.

All in-house monitoring equipment is calibrated/verified as per manufacturer's recommendations. Monitoring and metering equipment is also calibrated by a third party on an annual basis. Preventative maintenance is scheduled for all equipment at the sewage treatment plant and pumping stations at regular frequency (frequency depends on the equipment and type of maintenance). Maintenance activities are scheduled within the work management system Maximo, upon completion, Operators set the work order to complete. On a monthly basis, preventative work orders are reviewed for completion.

Flowmetrix Technical Services Inc. was contracted to calibrate flow measuring equipment on September 20, 2019. Copies of these calibration reports can be found in Appendix C of this report.

7. Efforts and Results Achieved in Meeting Effluent Objectives

As per 10.(5)(f) of C of A 6134-FHHU, a description of efforts made and results achieved in meeting the Effluent Objectives of Condition 6 is required.

Condition 6 is imposed "to establish non-enforceable effluent quality objectives which the Owner is obligated to use best efforts to strive towards on an ongoing basis. These objectives are to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairment occurs and before the compliances limits of Condition 7 are exceeded."

OCWA as the Operating Authority (on behalf of the Owner) has made best efforts to stay within the Effluent Objectives in the CofA. These efforts are supported through:

- Continuous monitoring equipment
- Regular plant inspections/checks

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Township of Wellington North: Mount Forest Wastewater Treatment Plant

- In-house sampling and testing
- Laboratory (3rd party) analysis of influent and effluent samples
- Data review
- Process optimization and adjustments (as required)
- Scheduled/preventative maintenance
- Repairs as necessary

A summary of the effluent quality in comparison to the effluent objectives can be found in Tables 6-10 of section 2.3 of this report. These results show that sewage treatment operations for 2019 provided effluent quality that was within all effluent objectives outlined in the CofA and minimized environmental impairment.

8. Sludge Generation

As per 10.(5)(g) of C of A 6134-FHHU, *a tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed* is required.

Digested sludge produced at the Mount Forest Wastewater Treatment Plant is land-applied in accordance with the Nutrient Management Act 2002 and Ontario Regulation 267/03.

Grab samples of digested (aerobic) sludge are collected and tested as per these guidelines. In 2019, sludge sample analyses was carried out by SGS Lakefield Research Limited. A summary of sludge sample results is provided in Appendix B.

A total volume of 0 m³ was hauled from the Arthur WWTP to the Mount Forest Sludge Storage Facility in 2019.

Wessuc Environmental Services Inc. was contracted to haul and spread sludge from the Mount Forest plant in 2019. (Certificate of Approval - Waste Management System #1603-4LGJBN)

Based on the design flow, average wastewater quality, and a linear regression with an R² value of 69.63%, the anticipated volume to be generated in the next reporting period is approximately 4,039.6 m³.

The following certified sites were utilized in 2019

Table 14. Volume of Sludge Generated from Mount Forest Wastewater Treatment Plant in 2019

Site	Site Location	Volume of Biosolids (m ³)	Hauler
NASM Submission ID: 23570	W1006	3262.5	Wessuc

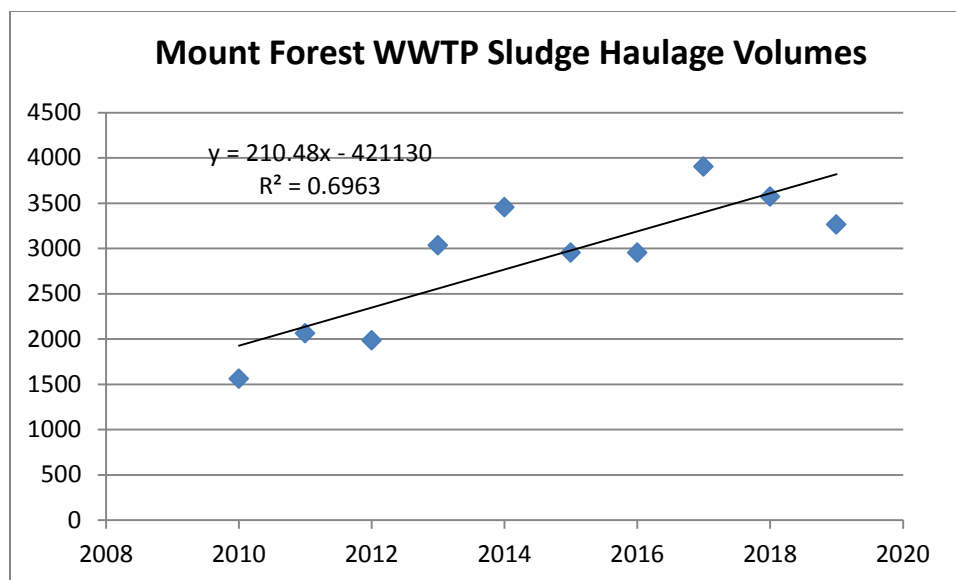


Figure 1. Mount Forest Wastewater Treatment Plant Haulage Volumes (2010 to 2019)

9. Complaints

As per 10.(5)(h) of C of A 6134-73FHHU, a summary of any complaints received during the reporting period and any steps taken to address the complaints is required.

A standard operating procedure (SOP) is in place for addressing complaints received from the community. All complaints are addressed and documented in the facility logbook. Community complaint information is entered in OCWA's electronic database system "OPEX". This system contains all the required information and history of all complaints.

There were no complaints registered during the reporting period.

10. By-pass, Spill or Abnormal Discharge Events

As per 10.(5)(i) of C of A 6134-73FHHU, a summary of all By-pass, spill or abnormal discharge events is required.

There was no by-pass, spills or abnormal discharge events that occurred during the reporting period.

11. Additional Information

As per 10.(5)(j) of C of A 6134-73FHHU, any other information the Direct Manager requires from time to time is required.

There were no requests from the District Manager for any other information during the reporting period.

**2019 Annual Performance Report
Mount Forest Wastewater Treatment Plant
Certificate of Approval No. 6134-73F3FHHU**

Appendix A

Performance Assessment Report

2019

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon

From: 01/01/2019 to 31/12/2019

Report extracted 03/17/2020 09:39

Facility: [5541] MOUNT FOREST WASTEWATER TREATMENT FACILITY

Works: [120001381]

	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	<-Total-->	<-Avg-->	<-Max-->	<-Criteria-->
Flows:																
Raw Flow: Total - Raw Sewage (m³)	62930.20	58717.20	84361.80	105219.40	75806.00	50675.30	41884.50	38095.20	36046.40	41535.50	56975.80	62168.00	714415.30			
Raw Flow: Avg - Raw Sewage (m³/d)	2030.01	2097.04	2721.35	3507.31	2445.35	1689.18	1351.11	1228.88	1201.55	1339.85	1899.19	2005.42		1959.69		2818.000000000000
Raw Flow: Max - Raw Sewage (m³/d)	3353.40	4033.80	6348.40	5890.60	3563.90	2032.30	1562.70	1488.50	1380.70	2840.80	2603.20	3287.10			6348.40	
Eff. Flow: Total - Final Effluent (m³)	69920.60	65269.70	88440.20	110748.20	83992.60	59355.90	50598.40	46412.80	42362.60	36146.70	47748.30	50669.40	751665.40			
Eff. Flow: Avg - Final Effluent (m³/d)	2255.50	2331.06	2852.91	3691.61	2709.44	1978.53	1632.21	1497.19	1412.09	1166.02	1591.61	1634.50		2062.72		
Eff. Flow: Max - Final Effluent (m³/d)	3684.00	4772.70	6763.50	6198.50	3752.10	2385.00	1929.80	1796.30	1869.90	2568.60	2305.30	2816.60			6763.50	
Carbonaceous Biochemical Oxygen Demand: CBOD:																
Eff: Avg cBOD5 - Final Effluent (mg/L)	< 2.000	< 2.500	< 2.750	< 2.400	2.500	< 2.250	< 3.200	< 2.000	< 2.250	< 2.000	< 2.000	< 2.000		< 2.321	3.200	12.5
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: cBOD5 - Final Effluent (kg/d)	< 4.511	< 5.828	< 7.846	< 8.860	6.774	< 4.452	< 5.223	< 2.994	< 3.177	< 2.332	< 3.183	< 3.269		< 4.871	8.860	
Biochemical Oxygen Demand: BOD5:																
Raw: Avg BOD5 - Raw Sewage (mg/L)	83.600	57.250	61.250	69.000	34.500	72.750	138.400	116.000	74.250	103.800	95.500	72.200		81.542	138.400	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Total Suspended Solids: TSS:																
Raw: Avg TSS - Raw Sewage (mg/L)	61.600	53.500	51.250	40.000	41.500	57.250	107.200	127.250	64.000	62.400	108.000	71.400		70.446	127.250	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg TSS - Final Effluent (mg/L)	< 2.600	4.750	5.250	5.600	8.250	5.750	< 2.400	< 2.250	< 2.500	< 2.800	2.750	2.800		< 3.975	8.250	12.5
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: TSS - Final Effluent (kg/d)	< 5.864	11.073	14.978	20.673	22.353	11.377	< 3.917	< 3.369	< 3.530	< 3.265	4.377	4.577		< 9.113	22.353	
Percent Removal: TSS - Final Effluent (mg/L)	95.779	91.121	89.756	86.000	80.120	89.956	97.761	98.232	96.094	95.513	97.454	96.078			98.232	
Total Phosphorus: TP:																
Raw: Avg TP - Raw Sewage (mg/L)	1.920	1.615	1.780	0.970	0.922	1.870	2.250	2.570	2.940	2.676	2.420	1.912		1.987	2.940	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg TP - Final Effluent (mg/L)	0.158	0.100	0.093	0.112	0.140	0.125	0.068	0.088	0.095	0.068	0.140	0.216		0.117	0.216	0.37
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: TP - Final Effluent (kg/d)	0.356	0.233	0.264	0.413	0.379	0.247	0.111	0.131	0.134	0.079	0.223	0.353		0.244	0.413	
Percent Removal: TP - Final Effluent (mg/L)	91.771	93.808	94.803	88.454	84.824	93.316	96.978	96.595	96.769	97.459	94.215	88.703			97.459	
Nitrogen Series:																
Raw: Avg TKN - Raw Sewage (mg/L)	19.940	16.150	15.250	10.040	10.100	20.150	26.880	29.775	32.925	32.120	24.125	22.640		21.675	32.925	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg TAN - Final Effluent (mg/L)	< 0.100	< 0.575	< 0.150	< 0.100	< 0.100	< 0.100	< 0.140	< 0.150	0.450	< 0.100	< 0.125	< 0.100		< 0.183	0.575	- 2.5 - 2.5 - 2.5
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Loading: TAN - Final Effluent (kg/d)	< 0.226	< 1.340	< 0.428	< 0.369	< 0.271	< 0.198	< 0.229	< 0.225	0.635	< 0.117	< 0.199	< 0.163		< 0.367	1.340	
Eff: Avg NO3-N - Final Effluent (mg/L)	17.960	17.175	14.825	12.140	14.475	18.125	26.760	31.450	30.600	24.700	21.000	20.580		20.816	31.450	
Eff: # of samples of NO3-N - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg NO2-N - Final Effluent (mg/L)	< 0.032	0.202	0.148	< 0.058	0.080	0.063	< 0.044	0.053	< 0.175	< 0.038	< 0.030	< 0.030		< 0.079	0.202	
Eff: # of samples of NO2-N - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Disinfection:																
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	1.516	3.722	2.000	3.288	10.954	6.055	4.000	2.736	2.000	14.519	2.378	2.491		4.638	14.519	200.0
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	5	4	4	5	4	4	5	4	5	53			

**2019 Annual Performance Report
Mount Forest Wastewater Treatment Plant
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Appendix B

**Sludge Haulage Summary & Sludge Quality
Analysis**

2019

Mount Forest WWTP - Daily Haulage Summary			
Date	Site	NASM #	Sludge Hauled (m ³)
October			
10/09/2019	W1006	23570	1,260.0
10/10/2019	W1006	23570	1112.5
10/11/2019	W1006	23570	890.0
		Total	3,262.5

**MOUNT FOREST WASTEWATER TREATMENT PLANT
SLUDGE QUALITY DATA**

021

2019

Nutrients

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVERAGE
TS	(mg/L)	36800	22800	25400	15100	16100	25600	29100	10900	27000	19100	13400	12100	21117
Ammonia+Ammonium	(mg/L)	27.0	8.8	4.8	1	2.8	240	454.0	3.4	316.0	10.8	1.8	1.9	89.4
Nitrate	(mg/L)	4.30	0.50	0.40	1.10	1.40	0.30	0.30	190.00	0.30	0.40	36.00	2.10	19.76
Ammonia + Nitrate	(mg/L)	31.3	9.3	5.2	2.1	4.2	240.3	454.3	193.4	316.3	11.2	37.8	4.0	109.1
TKN	(mg/L)	1700	950	1070	614	592	1690	1560	302	1080	736	316	520	928
Phosphorus	(mg/L)	1300	690	940	420	470	790	760	220	780	600	590	450	668

Metal Concentrations

Arsenic	(mg/L)	0.20	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.11
Cadmium	(mg/L)	0.022	0.011	0.015	0.007	0.008	0.014	0.012	0.008	0.013	0.010	0.008	0.006	0.01
Cobalt	(mg/L)	0.08	0.04	0.06	0.02	0.030	0.05	0.04	0.01	0.05	0.03	0.03	0.02	0.04
Chromium	(mg/L)	0.76	0.42	0.60	0.22	0.24	0.48	0.48	0.13	0.48	0.32	0.30	0.23	0.39
Copper	(mg/L)	16.00	9.30	12.00	5.20	6.10	12.00	11.00	3.00	11.00	8.20	7.10	6.10	8.92
Mercury	(mg/L)	0.023	0.015	0.020	0.009	0.0130	0.0180	0.017	0.010	0.0140	0.038	0.025	0.017	0.018
Potassium	(mg/L)	93	66.0	79.0	48.0	47.0	100.0	95.0	56.0	79.0	48.0	52.0	52.0	68
Molybdenum	(mg/L)	0.21	0.11	0.13	0.08	0.08	0.16	0.16	0.08	0.16	0.16	0.18	0.11	0.14
Nickel	(mg/L)	0.63	0.37	0.51	0.21	0.22	0.48	0.46	0.12	0.41	0.31	0.28	0.27	0.36
Lead	(mg/L)	0.70	0.04	0.50	0.20	0.20	0.40	0.30	0.10	0.40	0.30	0.30	0.20	0.30
Selenium	(mg/L)	0.20	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.11
Zinc	(mg/L)	21.00	11.00	15.00	6.30	7.30	13.00	11.00	3.30	13.00	8.60	8.10	6.60	10.35

Bacti

E. coli (cfu/1g dried wgt)	144,022	416,667	125,984	37,086	15,528	546,875	75,000	19,266	3,333	3,141	5,970	181,818	131,224	< 2,000,000 cfu
E. coli (cfu/100mL)	530,000	950,000	320,000	56,000	25,000	140,000	210,000	21,000	9,000	6,000	8,000	220,000	207,917	< 2,000,000 cfu

Metal/Solids Concentration

Arsenic [170]	(mg/kg)	5	4	4	7	6	4	3	9	4	5	7	8	6	(Max. 170)
Cadmium [34]	(mg/kg)	1	0	1	0	0	1	0	1	0	1	1	0	1	(Max. 34)
Cobalt [340]	(mg/kg)	2	2	2	1	2	2	1	1	2	2	2	2	2	(Max. 340)
Chromium [2800]	(mg/kg)	21	18	24	15	15	19	16	12	18	17	22	19	18	(Max. 2800)
Copper [1700]	(mg/kg)	435	408	472	344	379	469	378	275	407	429	530	504	419	(Max. 1700)
Mercury [11]	(mg/kg)	1	1	1	1	1	1	1	1	1	2	2	1	1	(Max. 11)
Molybdenum [94]	(mg/kg)	6	5	5	5	5	6	5	7	6	8	13	9	7	(Max. 94)
Nickel [420]	(mg/kg)	17	16	20	14	14	19	16	11	15	16	21	22	17	(Max. 420)
Lead [1100]	(mg/kg)	19	2	20	13	12	16	10	9	15	16	22	17	14	(Max. 1100)
Selenium [34]	(mg/kg)	5	4	4	7	6	4	3	9	4	5	7	8	6	(Max. 34)
Zinc [4200]	(mg/kg)	571	482	591	417	453	508	378	303	481	450	604	545	482	(Max. 4200)

**2019 Annual Performance Report
Mount Forest Wastewater Treatment Plant
Certificate of Approval No. 6134-73F3FHHU**

Appendix C
Calibration Reports
2019



FLOWMETRIX | METCON | PROCESS

**FLOW, PRESSURE and LEVEL
INSTRUMENTATION
Verification / Calibration
REPORT**

**OCWA West Highlands Hub
Shelburne**

September 2019

October 15, 2019

OCWA – West Highlands Hub - Shelburne
David Jorge
Process Compliance Technician
Shelburne, Ontario
L0N 1J0
T: 519-925-1938 ext 225
C: 519-938-6909
E: djorge@ocwa.com

**RE: OCWA – West Highlands Hub - Shelburne
September 13,16-20, 23-24, 2019**

Dear Mr. Jorge,

SCG Flowmetrix appreciates the opportunity to complete your instrument verification/calibration services. This letter of transmittal confirms completion of this service project.

The following service report contains the individual instrument reports for all verification/calibrations as well as an Equipment List Summary.

Note: Equipment List Summary is only included where 5 or more instruments are verified/calibrated for the same client/area. Otherwise, only individual reports are provided.

In addition to the base report, relevant information related to standard approach and methodologies for various instruments verified and/or calibrated, and a statement of qualifications for all verification/calibrations completed by trained, knowledgeable and experienced personnel is found in the section Quality Assurance and Quality Control.

If you have any additional questions or concerns with regards to this report, please do not hesitate to contact me directly.

Kind Regards,



Jeremy Stevens
Technical Services Manager
#3, 15 Connie Crescent
Concord, ON L4K 1L3
c. 416-427-8483
jstevens@flowmetrix.ca

Quality Assurance / Quality Control

Flowmetrix adheres to a rigid scope of service and deliverables for each client and instrument verified, calibrated and reported. We follow a standard guideline while performing verification and calibration procedures for each instrument; using original equipment manufacturer (OEM) tools, where possible. The values are field reported and entered into a standard report format for client review. A digital report is completed for each instrument and collated into a single document for client record.

Approach & Methodology

Flowmetrix conducts verification of each instrument and subsequent calibrations on instruments that are outside the expected tolerance of the instrument response, where possible. Manufacturers OEM suggested testing guidelines are used to verify and/or calibrate each instrument. Where, unable to perform the verification or calibration as suggested by the manufacturer, a best management practice is performed to validate the performance of such instruments.

REPORTING

Flowmetrix report is divided into (2) sections. Section (i) identifies an equipment summary of all instruments verified during this service project including instruments that PASS or FAIL; section (ii) identifies individual equipment reports for client review and record and identifies any comments and deficiencies that should be noted for client review and possible response.

Section (i) - Equipment Summary

An equipment summary sheet identifying all instruments; both PASSING and FAILING verification and/or calibration while completed during this service project.

The Summary Equipment List is only included where 5 or more instruments are verified/calibrated for the same client/area. Otherwise, only individual reports are provided.

Section (ii) - Individual Equipment Reports

Individual equipment reports are completed for easy review and are found in Appendix B. These reports outline all specific information pertaining to the equipment be tested; noted as meter under test (MUT). Date, time, location, meter make, model and serial number accompany this report for tracking and identification. Each report identifies a PASS or FAIL comment 'as found' and 'as left' upon completion of the verification and/or calibration.

Where possible, a verification is performed prior to calibration, if the OEM testing procedures allow, otherwise an 'as left' report is provided for such equipment.

Note: If a meter under test (MUT) is (AS FOUND) to be operating outside of the allowable tolerance, the report will indicate "NA". The "NA" statement is NOT suggesting the MUT, or a component of the MUT is not functional or has failed; but simply indicates at the time the test was conducted the verification reported values are found outside the allowable tolerance.

Only if the MUT is failed due to equipment failure and not verification/calibration tolerances, the report will indicate "FAIL" (AS FOUND) and will be commented on in the individual equipment report.

STATEMENT OF QUALIFICATIONS

To comply with our clients DWQMS standards, Flowmetrix adheres to a rigid approach to conducting our equipment verification/calibration services including the training received by our company and our personnel conducting service. A Statement of Qualifications outlining Flowmetrix qualifications to conduct this level of service is available in a separate document upon request.



AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT David Jorge
Process Compliance Technician
p: 519-925-1938 x 225
c: 519-938-6909
e: djorge@ocwa.com

[MUT] MANUFACTURER Krohne
MODEL IFC010D
SERIAL NUMBER C08 0284
FUSE Pull plug on Board

PLANT ID Mounut Forest WWTP
METER ID RAS Pump 1 Flow
FIT ID FIT-101
CLIENT TAG n/a
OTHER OCWA# 205520
GPS COORDINATES N 43 58.111 W080 44.729

VER. BY - FM Paris Machuk

Quality Management Standards Information -
Reference equipment and instrumentation used to
conduct this verification test is found in our AC-QMS
document at the time this test was conducted.

VERIFICATION DATE September 20, 2019
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2020

PROGRAMMING PARAMETERS

DIAMETER (DN)	mm	100
F.S. FLOW - MAG	LPS	66.3
F.S. RANGE - O/P	LPS	50.000
CAL. k-FACTOR	GKL	5.53540

FORWARD TOTALIZER INFORMATION

AS FOUND	2504981	M3
AS LEFT	2504989	M3
DIFFERENCE	8	M3

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
FORWARD FLOW DIRECTION	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	Yes
ACCURACY BASED ON [% o.r.]	yes

Zero Offset Flow LPS 0.0100

ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.

FLOW TUBE SIMULATION

				0.0	0.5	1.0	2.0	5.0	m/s
				0.0	5.0	10.0	20.0	50.0	% F.S. Flow
				0.0	6.6	13.3	26.5	66.3	% F.S. Range
REF. FLOW RATE				0.01	3.32	6.64	13.26	33.14	LPS
MUT [Reading]				0.01	3.32	6.63	13.27	33.14	LPS
MUT [Difference]				0.00	0.00	-0.01	0.01	0.00	LPS
MUT [% Error]				0.00	-0.08	-0.08	0.07	0.01	%
mA OUTPUT				4.000	5.063	6.123	8.244	14.604	mA
MUT [Reading]				min. 4.000 mA	3.992	5.054	6.112	8.247	14.597
MUT [Difference]				max. 20.000 mA	-0.008	-0.009	-0.011	0.003	-0.007
MUT [% Error]					-0.20	-0.18	-0.19	0.04	-0.05
TOTALIZER - REF. FLOW RATE								33.138	LPS
TOTALIZER [MUT]								5	M3
TEST TIME								150.26	SECONDS
CALC. TOTALIZER								4.979	M3
ERROR								0.41	%

COMMENTS

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	KRO	1
PROCESS METER	PM	11
ANALOG METER	AM	N/A
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	-0.02	PASS
mA OUTPUT	-0.12	PASS
TOTALIZER	0.41	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT David Jorge
Process Compliance Technician
p: 519-925-1938 x 225
c: 519-938-6909
e: djorge@ocwa.com

[MUT] MANUFACTURER Krohne
MODEL IFC010D
SERIAL NUMBER C08 0272
FUSE Pull Plug on Board

PLANT ID Mounut Forest WWTP
METER ID RAS Pump 2 Flow
FIT ID FIT-102
CLIENT TAG n/a
OTHER OCWA# 205521
GPS COORDINATES N 43 58.111 W080 44.729

VER. BY - FM Paris Machuk

Quality Management Standards Information -
Reference equipment and instrumentation used to
conduct this verification test is found in our AC-QMS
document at the time this test was conducted.

VERIFICATION DATE September 20, 2019
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2020

PROGRAMMING PARAMETERS

DIAMETER (DN)	mm	100
F.S. FLOW - MAG	LPS	65.8
F.S. RANGE - O/P	LPS	50.000
CAL. k-FACTOR	GKL	5.49750

FORWARD TOTALIZER INFORMATION

AS FOUND	3244340	M3
AS LEFT	3244345	M3
DIFFERENCE	5	M3

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
FORWARD FLOW DIRECTION	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	Yes
ACCURACY BASED ON [% o.r.]	yes

Zero Offset Flow LPS 0.0000

ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.

FLOW TUBE SIMULATION

				0.0	0.5	1.0	2.0	5.0	m/s
				0.0	5.0	10.0	20.0	50.0	% F.S. Flow
				0.0	6.6	13.2	26.3	65.8	% F.S. Range
REF. FLOW RATE				0.000	3.290	6.580	13.160	32.901	LPS
MUT [Reading]				0.000	3.340	6.670	13.190	32.940	LPS
MUT [Difference]				0.000	0.050	0.090	0.030	0.039	LPS
MUT [% Error]				n/a	1.52	1.36	0.22	0.12	%
mA OUTPUT				4.000	5.053	6.106	8.211	14.528	mA
MUT [Reading]				min. 4.000 mA	4.001	5.054	6.128	8.221	14.535
MUT [Difference]				max. 20.000 mA	0.001	0.001	0.022	0.010	0.007
MUT [% Error]					0.03	0.02	0.37	0.12	0.05
TOTALIZER - REF. FLOW RATE								32.901	LPS
TOTALIZER [MUT]								4	M3
TEST TIME								121.20	SECONDS
CALC. TOTALIZER								3.988	M3
ERROR								0.31	%

COMMENTS

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	KRO	1
PROCESS METER	PM	11
ANALOG METER	AM	N/A
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	0.81	PASS
mA OUTPUT	0.12	PASS
TOTALIZER	0.31	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL			EQUIPMENT DETAIL		
CUSTOMER	OCWA - West Highlands Hub		[MUT] MANUFACTURER	Krohne	
CONTACT	David Jorge		MODEL	IFC010D	
	Process Compliance Technician		SERIAL NUMBER	C08 0308	
	p: 519-925-1938 x 225		FUSE	Pull Plug On Board	
	c: 519-938-6909				
	e: djorge@ocwa.com		PLANT ID	Mounut Forest WWTP	
			METER ID	WAS/SCUM Flow	
			FIT ID	FIT-103	
			CLIENT TAG	n/a	
			OTHER	OCWA# 205522	
VER. BY - FM	Paris Machuk		GPS COORDINATES	N 43 58.111	W080 44.729
Quality Management Standards Information - Reference equipment and instrumentation used to conduct this verification test is found in our AC-QMS document at the time this test was conducted.			VERIFICATION DATE	September 20, 2019	
			CAL. FREQUENCY	Annual	
			CAL. DUE DATE	September, 2020	

PROGRAMMING PARAMETERS			FORWARD TOTALIZER INFORMATION		
DIAMETER (DN)	mm	80	AS FOUND	133715	M3
F.S. FLOW - MAG	LPS	41.2	AS LEFT	133719	M3
F.S. RANGE - O/P	LPS	30.000	DIFFERENCE	4	M3
CAL. k-FACTOR	GKL	5.37250	TEST CRITERIA		
			AS FOUND CERTIFICATION TEST	Yes	
			FORWARD FLOW DIRECTION	Yes	
			ALLOWABLE [%] ERROR	5	
			COMPONENTS TESTED		
			CONVERTER DISPLAY	yes	
			mA OUTPUT	yes	
			TOTALIZER	Yes	
			ACCURACY BASED ON [% o.r.]	yes	
Zero Offset Flow	LPS	0.0100	ERROR DOCUMENTED IN THIS REPORT: BASED ON % o.r.		

FLOW TUBE SIMULATION							
		0.0	0.5	1.0	2.0	5.0	m/s
		0.0	5.0	10.0	20.0	50.0	% F.S. Flow
		0.0	6.9	13.8	27.5	68.6	% F.S. Range
REF. FLOW RATE		0.010	2.068	4.126	8.241	20.588	LPS
MUT [Reading]		0.010	2.080	4.121	8.246	20.594	LPS
MUT [Difference]		0.000	0.012	-0.005	0.005	0.006	LPS
MUT [% Error]		0.00	0.59	-0.11	0.06	0.03	%
mA OUTPUT		4.000	5.103	6.200	8.395	14.980	mA
MUT [Reading]	min. 4.000 mA	3.996	5.104	6.197	8.394	14.985	mA
MUT [Difference]	max. 20.000 mA	-0.004	0.001	-0.003	-0.001	0.005	mA
MUT [% Error]		-0.10	0.02	-0.05	-0.02	0.03	%
TOTALIZER - REF. FLOW RATE						20.588	LPS
TOTALIZER [MUT]						2	M3
TEST TIME						97.37	SECONDS
CALC. TOTALIZER						2.005	M3
ERROR						-0.23	%

COMMENTS			RESULTS		
QUALITY MANAGEMENT STANDARDS INFO.					
[QMS] INFORMATION	IDENT.	ID #	TEST	AVG % o.r.	PASS FAIL
[REFERENCE] FTS	KRO	1	DISPLAY	0.14	PASS
PROCESS METER	PM	11	mA OUTPUT	-0.02	PASS
ANALOG METER	AM	N/A	TOTALIZER	-0.23	PASS
STOP WATCH	SW	Yes			

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT David Jorge
Process Compliance Technician
p: 519-925-1938 x 225
c: 519-938-6909
e: djorge@ocwa.com

[MUT] MANUFACTURER Krohne
MODEL IFC090D
SERIAL NUMBER C08 1357
FUSE Pull Plug on Board

PLANT ID Mounut Forest WWTP
METER ID Septage Receiving Flow
FIT ID n/a
CLIENT TAG n/a
OTHER OCWA# 205514
GPS COORDINATES N 43 58.111 W080 44.729

VER. BY - FM Paris Machuk

Quality Management Standards Information -
Reference equipment and instrumentation used to
conduct this verification test is found in our AC-QMS
document at the time this test was conducted.

VERIFICATION DATE September 20, 2019
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2020

PROGRAMMING PARAMETERS

DIAMETER (DN)	mm	100
F.S. FLOW - MAG	LPS	65.9
F.S. RANGE - O/P	LPS	40.000
CAL. k-FACTOR	GK	2.75380

FORWARD TOTALIZER INFORMATION

AS FOUND	45475587	LITER
AS LEFT	45481634	LITER
DIFFERENCE	6047	LITER

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
FORWARD FLOW DIRECTION	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	Yes
ACCURACY BASED ON [% o.r.]	yes

Zero Offset Flow LPS 0.0000

ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.

FLOW TUBE SIMULATION

				0.0	0.5	1.0	2.0	5.0	m/s
				0.0	5.0	10.0	20.0	50.0	% F.S. Flow
				0.0	8.2	16.5	33.0	82.4	% F.S. Range
REF. FLOW RATE				0.00	3.30	6.59	13.18	32.96	LPS
MUT [Reading]				0.00	3.30	6.59	13.16	32.89	LPS
MUT [Difference]				0.00	0.00	0.00	-0.02	-0.07	LPS
MUT [% Error]				n/a	0.12	-0.03	-0.19	-0.22	%
mA OUTPUT				4.000	5.318	6.637	9.274	17.185	mA
MUT [Reading]				min. 4.000 mA	3.997	5.321	6.637	9.267	mA
MUT [Difference]				max. 20.000 mA	-0.003	0.003	0.000	-0.007	mA
MUT [% Error]					-0.08	0.05	0.00	-0.07	%
TOTALIZER - REF. FLOW RATE								32.961	LPS
TOTALIZER [MUT]								2869	LITER
TEST TIME								87.19	SECONDS
CALC. TOTALIZER								2873.912	LITER
ERROR								-0.17	%

COMMENTS

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	KRO	1
PROCESS METER	PM	11
ANALOG METER	AM	N/A
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	-0.08	PASS
mA OUTPUT	-0.06	PASS
TOTALIZER	-0.17	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT David Jorge
Process Compliance Technician
p: 519-925-1938 x 225
c: 519-938-6909
e: djorge@ocwa.com

[MUT] MANUFACTURER Krohne
MODEL IFC020D
SERIAL NUMBER 0429/03
FUSE Pull Plug on Board

PLANT ID Mounut Forest WWTP
METER ID Sludge Receiving Flow
FIT ID n/a
CLIENT TAG n/a
OTHER OCWA# 205524
GPS COORDINATES N 43 58.111 W080 44.729

VER. BY - FM Paris Machuk

Quality Management Standards Information -
Reference equipment and instrumentation used to
conduct this verification test is found in our AC-QMS
document at the time this test was conducted.

VERIFICATION DATE September 20, 2019
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2020

PROGRAMMING PARAMETERS

DIAMETER (DN) mm 150
F.S. FLOW - MAG LPS 174.5
F.S. RANGE - O/P LPS 100.000
CAL. k-FACTOR GK 3.24000

FORWARD TOTALIZER INFORMATION

AS FOUND 157136 M3
AS LEFT 157150 M3
DIFFERENCE 14 M3

TEST CRITERIA

AS FOUND CERTIFICATION TEST Yes
FORWARD FLOW DIRECTION Yes
ALLOWABLE [%] ERROR 5

COMPONENTS TESTED

CONVERTER DISPLAY yes
mA OUTPUT yes
TOTALIZER Yes
ACCURACY BASED ON [% o.r.] yes

Zero Offset Flow LPS 0.0000

ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.

FLOW TUBE SIMULATION

				0.0	0.5	1.0	2.0	5.0	m/s
				0.0	5.0	10.0	20.0	50.0	% F.S. Flow
				0.0	8.7	17.5	34.9	87.3	% F.S. Range
REF. FLOW RATE				0.00	8.73	17.45	34.90	87.26	LPS
MUT [Reading]				0.00	8.71	17.45	34.89	87.27	LPS
MUT [Difference]				0.00	-0.02	0.00	-0.01	0.01	LPS
MUT [% Error]				n/a	-0.18	-0.01	-0.04	0.01	%
mA OUTPUT				4.000	5.396	6.792	9.584	17.961	mA
MUT [Reading]				min. 4.000 mA	4.000	5.392	6.795	9.587	mA
MUT [Difference]				max. 20.000 mA	0.000	-0.004	0.003	-0.002	mA
MUT [% Error]					0.00	-0.08	0.04	0.03	%
TOTALIZER - REF. FLOW RATE								87.257	LPS
TOTALIZER [MUT]								9	M3
TEST TIME								103.28	SECONDS
CALC. TOTALIZER								9.012	M3
ERROR								-0.13	%

COMMENTS

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	KRO	1
PROCESS METER	PM	11
ANALOG METER	AM	N/A
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	-0.05	PASS
mA OUTPUT	0.00	PASS
TOTALIZER	-0.13	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT David Jorge
Process Compliance Technician
p: 519-925-1938 x 225
c: 519-938-6909
e: djorge@ocwa.com

[MUT] MANUFACTURER Krohne
MODEL IFC020D
SERIAL NUMBER 0427/03
FUSE Pull Plug on Board

PLANT ID Mount Forest WWTP
METER ID Sludge Loading Flow
FIT ID n/a
CLIENT TAG n/a
OTHER OCWA# 205525
GPS COORDINATES N43 58.111 W080 44.729

VER. BY - FM Paris Machuk

Quality Management Standards Information -
Reference equipment and instrumentation used to
conduct this verification test is found in our AC-QMS
document at the time this test was conducted.

VERIFICATION DATE September 20, 2019
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2020

PROGRAMMING PARAMETERS

DIAMETER (DN)	mm	100
F.S. FLOW - MAG	LPS	61.9
F.S. RANGE - O/P	LPS	90.000
CAL. k-FACTOR	GK	2.58700

FORWARD TOTALIZER INFORMATION

AS FOUND	273075	M3
AS LEFT	273088	M3
DIFFERENCE	13	M3

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
FORWARD FLOW DIRECTION	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	Yes
ACCURACY BASED ON [% o.r.]	yes

Zero Offset Flow LPS 0.0000

ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.

FLOW TUBE SIMULATION

				0.0	1.0	2.0	5.0	10.0	m/s
				0.0	10.0	20.0	50.0	100.0	% F.S. Flow
				0.0	6.9	13.8	34.4	68.8	% F.S. Range
REF. FLOW RATE				0.00	6.19	12.39	30.96	61.93	LPS
MUT [Reading]				0.00	6.21	12.41	31.00	61.99	LPS
MUT [Difference]				0.00	0.02	0.02	0.04	0.06	LPS
MUT [% Error]				n/a	0.27	0.19	0.11	0.10	%
mA OUTPUT				4.000	5.101	6.202	9.505	15.010	mA
MUT [Reading]				min. 4.000 mA	3.997	5.097	6.203	9.508	15.016
MUT [Difference]				max. 20.000 mA	-0.003	-0.004	0.001	0.003	0.006
MUT [% Error]					-0.08	-0.08	0.02	0.03	%
TOTALIZER - REF. FLOW RATE								61.930	LPS
TOTALIZER [MUT]								8	M3
TEST TIME								129.10	SECONDS
CALC. TOTALIZER								7.995	M3
ERROR								0.06	%

COMMENTS

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	KRO	1
PROCESS METER	PM	11
ANALOG METER	AM	N/A
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	0.17	PASS
mA OUTPUT	-0.01	PASS
TOTALIZER	0.06	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



AS FOUND CERTIFICATION

PASS

CLIENT DETAIL			EQUIPMENT DETAIL		
CUSTOMER	OCWA - West Highlands Hub		[MUT] MANUFACTURER		Milltronics
CONTACT	David Jorge		MODEL		MultiRanger 200
	Process Compliance Technician		CONVERTER SERIAL NUMBER		PBD/V7100076
	p: 519-925-1938 x 225				
	c: 519-938-6909				
	e: djorge@ocwa.com				
			PLANT ID	Mount Forest WWTP	
			METER ID	Influent Flow	
			FIT ID	LIT-001	
			CLIENT TAG	OCWA# 205513	
			OTHER	n/a	
			GPS COORDINATES	N43 538.111	W080 44.729
			VERIFICATION DATE	September 20, 2019	
			CAL. FREQUENCY	Annual	
			CAL. DUE DATE	September, 2020	
VER. BY - FM Paris Machuk					
Quality Management Standards Information -					
Reference equipment and instrumentation used to					
conduct this verification test is found in our AC-QMS					
document at the time this test was conducted.					

PROGRAMMING PARAMETERS				TOTALIZER	
THROAT DIMENSION (DN)	inches	9	AS FOUND	983452.17	M3
EMPTY DISTANCE	m	0.863	AS LEFT	983522.86	M3
MAX. HEAD	m	0.600	DIFFERENCE	70.69	M3
DEAD ZONE	m	-0.037	TEST CRITERIA		
BLANKING DISTANCE	m	0.300	AS FOUND CERTIFICATION TEST	Yes	
MAX. FLOW	LPS	245.0	ALLOWABLE [%] ERROR	15	
F.S. RANGE - O/P	LPS	245.0			

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	yes
ACCURACY BASED ON [% o.r.]	no

Ultrasonic Sensor is not installed high enough, to ensure full scale flow conditions

ERROR DOCUMENTED IN THIS REPORT; BASED ON % F.S.

AS FOUND TEST RESULTS

				18.6	34.6	53.8	75.7	87.5	% F.S. Range
				0.200	0.300	0.400	0.500	0.550	m
REF. FLOW RATE				45.630	84.854	131.774	185.397	214.503	LPS
MUT [Reading]				47.500	86.730	133.800	187.300	215.500	LPS
MUT [Difference]				1.870	1.876	2.026	1.903	0.997	LPS
MUT [% Error]				0.76	0.77	0.83	0.78	0.41	%
mA OUTPUT				6.979	9.540	12.604	16.105	18.006	mA
MUT [Reading]				min. 4.000 mA	7.068	9.650	12.727	16.216	mA
MUT [Difference]				max. 20.000 mA	0.089	0.110	0.123	0.111	mA
MUT [% Error]					0.44	0.55	0.62	0.55	%
TOTALIZER - REF. FLOW RATE								214.503	LPS
TOTALIZER [MUT]								21.50	M3
TEST TIME								99.99	SECONDS
CALC. TOTALIZER								21.448	M3
ERROR								0.24	%

COMMENTS			RESULTS		
QUALITY MANAGEMENT STANDARDS INFO.					
[QMS] INFORMATION	IDENT.	ID #	TEST	AVG %FS	PASS FAIL
[REFERENCE] LEVEL	Sim. BOARD	Yes	DISPLAY	0.69	PASS
PROCESS METER	PM	11	mA OUTPUT	0.48	PASS
STOP WATCH	SW	Yes	TOTALIZER	0.24	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



AS LEFT CERTIFICATION

PASS

CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT David Jorge
Process Compliance Technician
p: 519-925-1938 x 225
c: 519-938-6909
e: djorge@ocwa.com

[MUT] MANUFACTURER Milltronics
MODEL MultiRanger 200
CONVERTER SERIAL NUMBER PBD/7040026

PLANT ID Mount Forest WWTP
METER ID Final Effluent Flow
FIT ID LIT-201
CLIENT TAG OCWA# 205504
OTHER n/a
GPS COORDINATES N43 538.111 W080 44.729

VER. BY - FM Paris Machuk

Quality Management Standards Information -
Reference equipment and instrumentation used to
conduct this verification test is found in our AC-QMS
document at the time this test was conducted.

VERIFICATION DATE September 20, 2019
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2020

PROGRAMMING PARAMETERS

THROAT DIMENSION (DN)	inches	9
EMPTY DISTANCE	m	1.600
MAX. HEAD	m	0.600
DEAD ZONE	m	0.700
BLANKING DISTANCE	m	0.300
MAX. FLOW	LPS	245.0
F.S. RANGE - O/P	LPS	245.0

TOTALIZER

	783201.38	M3
AS FOUND	783201.38	M3
AS LEFT	783331.44	M3
DIFFERENCE	130.06	M3

TEST CRITERIA

	No
AS FOUND CERTIFICATION TEST	No
ALLOWABLE [%] ERROR	15

COMPONENTS TESTED

	yes
CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	yes
ACCURACY BASED ON [% o.r.]	no

Ultrasonic sensor installed to ensure full scale flow condition

ERROR DOCUMENTED IN THIS REPORT; BASED ON % F.S.

AS FOUND TEST RESULTS

				15.8	18.6	34.6	53.8	87.5	% F.S. Range
				0.180	0.200	0.300	0.400	0.550	m
REF. FLOW RATE				38.837	45.630	84.854	131.774	214.503	LPS
MUT [Reading]				38.690	45.680	84.420	130.500	210.200	LPS
MUT [Difference]				-0.147	0.050	-0.434	-1.274	-4.303	LPS
MUT [% Error]				-0.06	0.02	-0.18	-0.52	-1.76	%
mA OUTPUT				6.536	6.979	9.540	12.604	18.006	mA
MUT [Reading]				min. 4.000 mA	6.514	6.967	9.493	12.504	17.707
MUT [Difference]				max. 20.000 mA	-0.022	-0.012	-0.047	-0.100	-0.299
MUT [% Error]					-0.11	-0.06	-0.24	-0.50	-1.49
TOTALIZER - REF. FLOW RATE								214.503	LPS
TOTALIZER [MUT]								19.82	M3
TEST TIME								93.70	SECONDS
CALC. TOTALIZER								20.099	M3
ERROR								-1.41	%

COMMENTS

Note: unit over reading by approx. 20mm adjusted P652
parameter to correct measurement of head from P652
was 20.685mm to 40.5mm based on known board levels
inserted under transducer.
This AS LEFT report reflects the change in flows.

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] LEVEL	Sim. BOARD	Yes
PROCESS METER	PM	11
STOP WATCH	SW	Yes

RESULTS

TEST	AVG %FS	PASS FAIL
DISPLAY	-0.61	PASS
mA OUTPUT	-0.48	PASS
TOTALIZER	-1.41	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



Endress + Hauser
ProMag Series
 Verification Report
AS FOUND CERTIFICATION
FORWARD FLOW DIRECTION
PASS

CLIENT DETAIL			EQUIPMENT DETAIL		
CUSTOMER	OCWA - West Highlands Hub		[MUT] MANUFACTURER	ENDRESS & HAUSER	
CONTACT	David Jorge		MODEL	Promag 50W	
	Process Compliance Technician		CONVERTER S/N:	D6020C16000	
	p: 519-925-1938 x 225		FUSE	Pull plug on board	
	c: 519-938-6909				
	e: djorge@ocwa.com		PLANT ID	Mount Forest Cork St. S. Pumping Station	
			METER ID	Station Flow	
			FIT ID	FIT-1	
			CLIENT TAG	OCWA# 205529	
			OTHER	n/a	
VER. BY - FM	Paris Machuk		GPS COORDINATES	N45 58.552	W080 44.687
Quality Management Standards Information - Reference equipment and instrumentation used to conduct this verification test is found in our AC-QMS document at the time this test was conducted.			VERIFICATION DATE	September 20, 2019	
			CAL. FREQUENCY	Annual	
			CAL. DUE DATE	September, 2020	

PROGRAMMING PARAMETERS			FORWARD TOTALIZER INFORMATION		
DIAMETER (DN)	mm	200	AS FOUND	1242959	M3
F.S. FLOW - MAG	LPS	314.150	AS LEFT	1243000	M3
F.S. RANGE - O/P	LPS	200.000	DIFFERENCE	41	M3
TUBE k-FACTOR		1.0427	TEST CRITERIA		
TUBE zero		-3	AS FOUND CERTIFICATION TEST		Yes
			FORWARD FLOW DIRECTION		Yes
			ALLOWABLE [%] ERROR		5
			COMPONENTS TESTED		
			CONVERTER DISPLAY		yes
			mA OUTPUT		yes
			TOTALIZER		yes
			ACCURACY BASED ON [% o.r.]		yes
			ERROR DOCUMENTED IN THIS REPORT: BASED ON % o.r.		

FLOW TUBE SIMULATION							
		0.0	50.0	100.0	150.0	200.0	LPS
		0.0	15.9	31.8	47.7	63.7	% F.S. Flow
		0.0	25.0	50.0	75.0	100.0	% F.S. Range
REF. FLOW RATE		0.000	50.000	100.000	150.000	200.000	LPS
MUT [Reading]		0.000	49.948	99.940	149.890	199.860	LPS
MUT [Difference]		0.000	-0.052	-0.060	-0.110	-0.140	LPS
MUT [% Error]		n/a	-0.10	-0.06	-0.07	-0.07	% O.R
mA OUTPUT		4.000	8.000	12.000	16.000	20.000	mA
MUT [Reading]	min. 4 mA	3.997	7.992	11.989	15.983	19.978	mA
MUT [Difference]	max. 20 mA	-0.003	-0.008	-0.011	-0.017	-0.022	mA
MUT [% Error]		-0.08	-0.10	-0.09	-0.11	-0.11	% O.R
TOTALIZER - REF. FLOW RATE						200.000	LPS
TOTALIZER [MUT]						13	M3
TEST TIME						65.49	SECONDS
CALC. TOTALIZER						13.098	M3
ERROR						-0.75	%

COMMENTS			RESULTS		
QUALITY MANAGEMENT STANDARDS INFO.					
[QMS] INFORMATION	IDENT.	ID #	TEST	AVG	PASS
[REFERENCE] FTS	E&H (FC)	1		% o.r.	FAIL
PROCESS METER	PM	11	DISPLAY	-0.08	PASS
ANALOG METER	AM	N/A	mA OUTPUT	-0.10	PASS
STOP WATCH	SW	Yes	TOTALIZER - RE	-0.75	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT David Jorge
Process Compliance Technician
p: 519-925-1938 x 225
c: 519-938-6909
e: djorge@ocwa.com

[MUT] MANUFACTURER Krohne
MODEL IFC100W
SERIAL NUMBER C104591
FUSE CP-01 FU7

PLANT ID Mounut Forest Durham St
METER ID Pump Station Flow
FIT ID FIT-1
CLIENT TAG OCWA# 205530
OTHER n/a
GPS COORDINATES N43 58.974 W080 44.477

VER. BY - FM Paris Machuk

Quality Management Standards Information -
Reference equipment and instrumentation used to
conduct this verification test is found in our AC-QMS
document at the time this test was conducted.

VERIFICATION DATE September 20, 2019
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2020

PROGRAMMING PARAMETERS

DIAMETER (DN)	mm	300
F.S. FLOW - MAG	LPS	852.2
F.S. RANGE - O/P	LPS	250.000
CAL. k-FACTOR	GKL	7.9112

FORWARD TOTALIZER INFORMATION

AS FOUND	317670.71	M3
AS LEFT	317700.57	M3
DIFFERENCE	29.86	M3

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
FORWARD FLOW DIRECTION	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	Yes
ACCURACY BASED ON [% o.r.]	yes

Zero Offset Flow LPS 0.0000

ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.

FLOW TUBE SIMULATION

				0.0	0.5	1.0	2.0	m/s
				0.0	5.0	10.0	20.0	% F.S. Flow
				0.0	17.0	34.1	68.2	% F.S. Range
REF. FLOW RATE				0.00	42.61	85.22	170.45	LPS
MUT [Reading]				0.00	42.90	85.57	170.80	LPS
MUT [Difference]				0.00	0.29	0.35	0.35	LPS
MUT [% Error]				n/a	0.68	0.41	0.21	%
mA OUTPUT				4.000	6.727	9.454	14.909	mA
MUT [Reading]				min. 4.000 mA	3.998	6.747	9.474	14.931
MUT [Difference]				max. 20.000 mA	-0.002	0.020	0.020	0.022
MUT [% Error]					-0.05	0.30	0.21	0.15
TOTALIZER - REF. FLOW RATE							170.447	LPS
TOTALIZER [MUT]							17	M3
TEST TIME							99.73	SECONDS
CALC. TOTALIZER							16.999	M3
ERROR							0.01	%

COMMENTS

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	KRO	1
PROCESS METER	PM	11
ANALOG METER	AM	N/A
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	0.43	PASS
mA OUTPUT	0.15	PASS
TOTALIZER	0.01	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.



AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT David Jorge
Process Compliance Technician
p: 519-925-1938 x 225
c: 519-938-6909
e: djorge@ocwa.com

[MUT] MANUFACTURER Krohne
MODEL IFC300W
SERIAL NUMBER C08 0273
FUSE Pull Plug on Board

PLANT ID Mount Forest Water Street
METER ID Pump Station Flow
FIT ID FIT 401
CLIENT TAG n/a
OTHER OCWA# 205535
GPS COORDINATES N 43 50.503 W080 44.085

VER. BY - FM Paris Machuk

Quality Management Standards Information -
Reference equipment and instrumentation used to
conduct this verification test is found in our AC-QMS
document at the time this test was conducted.

VERIFICATION DATE September 20, 2019
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2020

PROGRAMMING PARAMETERS

DIAMETER (DN)	mm	300
F.S. FLOW - MAG	LPS	785.9
F.S. RANGE - O/P	LPS	300.000
CAL. k-FACTOR	GKL	7.29500

FORWARD TOTALIZER INFORMATION

AS FOUND	8031368.35	M3
AS LEFT	8031397.52	M3
DIFFERENCE	29.17	M3

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
FORWARD FLOW DIRECTION	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	Yes
ACCURACY BASED ON [% o.r.]	yes

Zero Offset Flow LPS 0.0000

ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.

FLOW TUBE SIMULATION

				0.0	0.5	1.0	2.0	m/s
				0.0	5.0	10.0	20.0	% F.S. Flow
				0.0	13.1	26.2	52.4	% F.S. Range
REF. FLOW RATE				0.0	39.3	78.6	157.2	LPS
MUT [Reading]				0.0	39.8	79.1	157.7	LPS
MUT [Difference]				0.0	0.5	0.5	0.5	LPS
MUT [% Error]				n/a	1.29	0.65	0.34	%
mA OUTPUT				4.000	6.096	8.191	12.382	mA
MUT [Reading]				min. 4.000 mA	3.998	6.121	8.222	12.413
MUT [Difference]				max. 20.000 mA	-0.002	0.025	0.031	0.031
MUT [% Error]					-0.05	0.42	0.38	0.25
TOTALIZER - REF. FLOW RATE							157.171	LPS
TOTALIZER [MUT]							17	M3
TEST TIME							107.26	SECONDS
CALC. TOTALIZER							16.858	M3
ERROR							0.83	%

COMMENTS

Note: Unable to locate sensor to validate
programmed parameters - assumed
programming to be correct.

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	KRO	1
PROCESS METER	PM	11
ANALOG METER	AM	N/A
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	0.76	PASS
mA OUTPUT	0.25	PASS
TOTALIZER	0.83	PASS

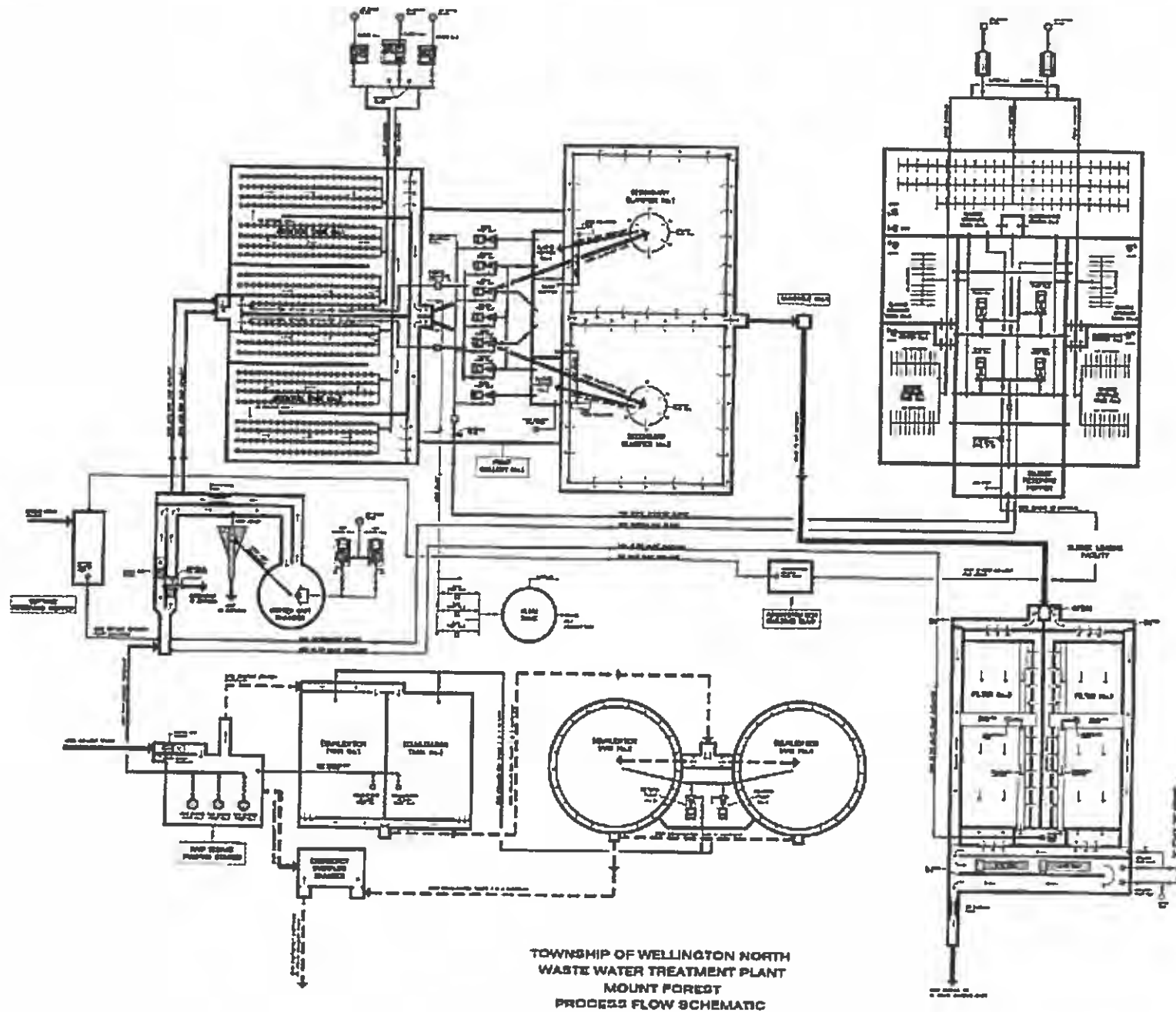
This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.

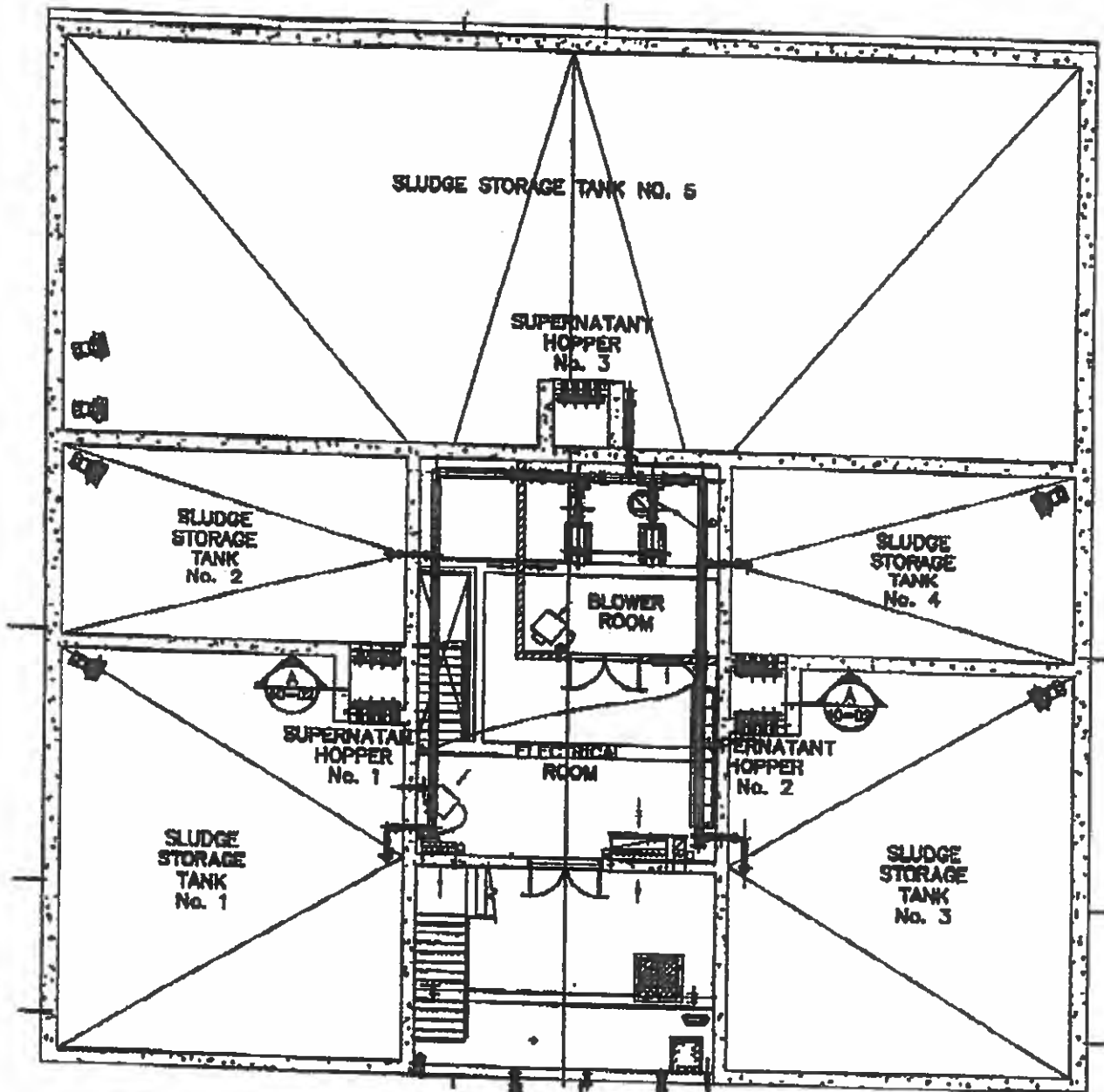
**2019 Annual Performance Report
Mount Forest Wastewater Treatment Plant
Certificate of Approval No. 6134-73F3FHHU**

Appendix D

Process Flow Schematic

2019





SECTIONAL PLAN 

ANNUAL REPORT

ARTHUR WASTEWATER TREATMENT PLANT

FOR THE PERIOD:
MAY 1, 2019 – APRIL 30, 2020

*Prepared for the Township of Wellington North
by the Ontario Clean Water Agency*



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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Appendix A: Performance Assessment Report

Appendix B: Daily Discharge Summary

Appendix C: Sampling Schedule

Appendix D: Golden Valley Farms – Lab Analysis Summary

Appendix E: Calibration Reports

Appendix F: Sludge Quality Analysis

Appendix G: Community Complaints

Appendix H: Overflow Reports

Appendix I: Daily Streamflow Measurements

Appendix J: Construction Schedule/Summary of Completion of the Works

1. System Description

The Arthur Wastewater Treatment System begins with the Inlet Works feeding into two (2) Grit Channels that feed towards a comminutor, complete with a bypass screen for when the comminutor is offline.

The first treatment step consists of two (2) cell annular ring type aeration tanks, equipped with fine bubble air diffusion systems. At this stage, chemicals are added for phosphorus removal via chemical metering pumps. Treated effluent is then fed into a Final Clarifier which contains sludge collection units and a scum skimming mechanism for sludge management. Effluent is then directed through an effluent filter system (granular media filter modules) and a UV Disinfection System for microbiological control. Treated effluent is then directed to an Outfall Sewer via gravity during discharge periods; when discharge is not possible, effluent is pumped towards Sewage Lagoons for storage.

A return sludge and waste sludge pumping system handles any collected sludge from the treatment stages and directs it towards two (2) aerobic sludge digestors and four (4) sludge storage tanks for approved haulage as required.

An overview of the Arthur Wastewater Treatment System can be found in the following table:

Table 1: Arthur WWTP System Overview

Facility Name	Arthur Wastewater Treatment Plant
Facility Type	Extended Aeration, Sand Filtration, Chemical Phosphorus Removal, and UV Treatment
Plant Classification	III
Works Number	110000882
Rated Capacity	1,465 m ³ /d
Discharge Point	Conestogo River
Environmental Compliance Approval	3773-ABJKXX (November 28, 2016) 7654-BEMKVD (September 10, 2019)

2. Monitoring Data Influent

ECA 7654-BEMKVD, Section 13 (4)(a):

“a summary and interpretation of all Influent, Processed Organic Waste monitoring data, and a review of all historical trend of the sewage characteristics and flow rates;”

2.1 Monitoring Program Influent

The following tables outline the monitoring programs at the Arthur Wastewater Treatment Plant (WWTP) as required by the ECA that was issued for the reporting period. There are additional in-house samples taken and analyzed in-house throughout the year in order to help with process performance monitoring, adjustment, and optimization. The parameters were analyzed by an accredited analytical laboratory (SGS Canada Inc., Lakefield, Ontario).

Table 2: Influent Monitoring Program – Discharge of Inlet Sewer

Parameters	Sample Type	Frequency
Biochemical Oxygen Demand (BOD ₅)	24-hour Composite	Monthly
Total Suspended Solids (TSS)	24-hour Composite	Monthly
Total Phosphorous (TP)	24-hour Composite	Monthly
Total Kjeldahl Nitrogen (TKN)	24-hour Composite	Monthly

Table 3: Influent Monitoring Program – Pond Influent Liquid (When discharging to the Holding Pond)

Parameters	Sample Type	Frequency
Carbonaceous Biochemical Oxygen Demand (CBOD ₅)	Grab	Monthly
Total Suspended Solids (TSS)	Grab	Monthly
Total Phosphorous (TP)	Grab	Monthly
Total Ammonia Nitrogen (TAN)	Grab	Monthly
Nitrite-Nitrogen	Grab	Monthly
Total Kjeldahl Nitrogen (TKN)	Grab	Monthly
Hydrogen Sulfide (when odour present)	Grab/Probe	Monthly
Dissolved Oxygen	Grab/Probe	Monthly
pH	Grab/Probe	Monthly
Temperature	Grab/Probe	Monthly

2.2 Sewage Characteristics

A summary of the influent laboratory results can be seen in the following tables:

Table 4: Influent Lab Analysis – Discharge of Inlet Sewer

Month & Year	TP (mg/L)	BOD ₅ (mg/L)	TSS (mg/L)	TKN (mg/L)
May 2019	9.02	193.00	139.00	27.30
June 2019	5.30	238.00	188.00	35.80
July 2019	7.97	341.00	237.00	50.80
August 2019	10.60	282.00	215.00	48.00
September 2019	6.06	241.00	162.00	46.00
October 2019	4.64	193.00	148.00	30.20
November 2019	5.53	194.00	180.00	34.40
December 2019	3.92	216.00	148.00	29.60
January 2020	4.12	202.00	109.00	41.50
February 2020	4.19	229.00	171.00	34.30
March 2020	2.52	239.00	136.00	30.50
April 2020	2.52	109.00	89.00	18.00
Annual Average	5.53	223.08	160.17	35.53

Table 5: Influent Lab Analysis – Pond Influent Liquid during Retention Period

Month & Year	CBOD ₅ (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	NO ₃ ⁻ (mg/L)	NO ₂ ⁻ (mg/L)	TKN (mg/L)	DO (mg/L)	pH
May 2019	5.00	9.00	0.13	3.60	0.63	1.33	3.60	8.70	8.25
June 2019	5.00	3.00	0.08	0.10	24.10	0.08	0.70	6.20	8.08
July 2019	2.00	6.00	0.14	6.60	5.97	0.70	8.50	7.90	7.94
August 2019	4.00	7.00	0.77	1.10	13.90	0.37	4.10	7.80	8.24
Annual Average	4.00	6.25	0.28	2.85	11.15	0.62	4.23	7.65	8.13

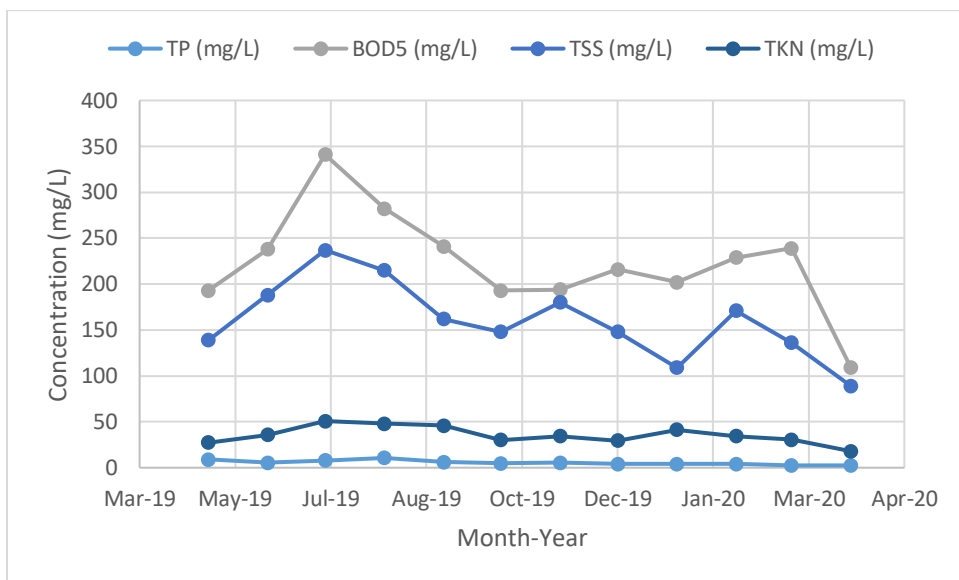
Inlet Sewer lab analysis throughout the year averaged a Total Phosphorus (TP) of 5.53 mg/L, a Biochemical Oxygen Demand of 223.08 mg/L, a Total Suspended Solids (TSS) concentration of 160.17 mg/L, and a Total Kjeldahl Nitrogen concentration of 35.53 mg/L.

During influent retention periods, the pond received average concentrations of CBOD₅ at 4.00 mg/L, TSS at 6.25mg/L, TP at 0.28 mg/L, TAN at 2.85 mg/L, NO₃⁻ at 11.15 mg/L, NO₂⁻ at 0.62 mg/L, TKN at 4.23 mg/L, DO at 7.65 mg/L and an average pH of 8.13.

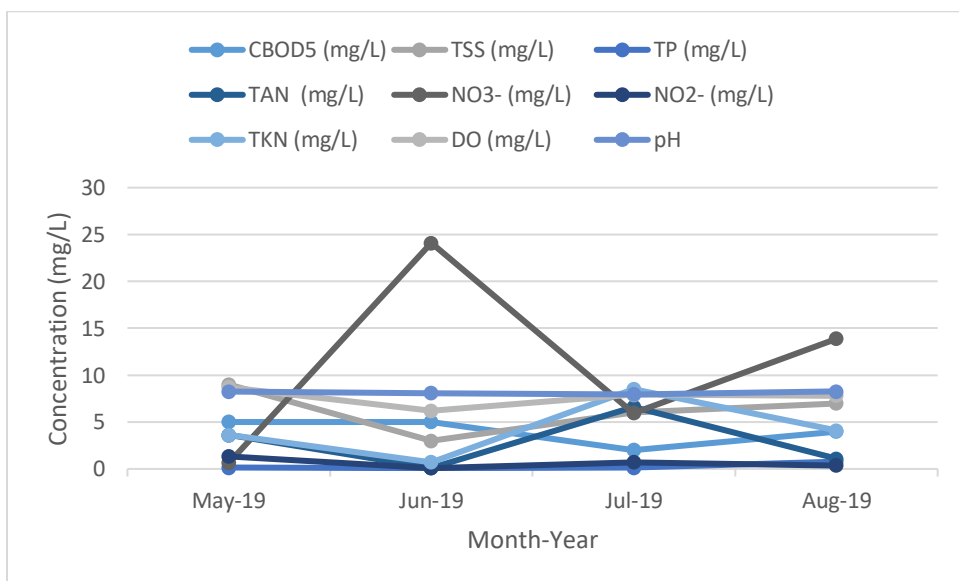
Period from: May 01, 2019 – April 30, 2020

ECA 7654-BEMKVD

Graph 1: Chemical Parameters Lab Results (Influent) – Discharge of Inlet Sewer



Graph 2: Chemical Parameters Lab Results (Influent) – Pond Influent Liquid during Retention Period



2.3 Influent Flows

Table 6: Influent Flows

Month	Average Daily Flow (m ³ /day)	Peak Flow (m ³ /day)	Total Flow (m ³)
May 2019	1683.78	2471.40	52197.20
June 2019	1140.15	1482.60	34204.49
July 2019	949.01	1124.00	29419.28
August 2019	919.76	1126.50	28512.60
September 2019	933.46	1047.63	28003.74
October 2019	1024.71	2765.30	31766.02
November 2019	1336.75	2035.40	40102.36
December 2019	1419.77	2556.60	44012.98
January 2020	1828.94	5021.10	56697.15
February 2020	1228.15	1410.20	35616.30
March 2020	2088.39	5138.72	64740.15
April 2020	1393.10	1999.70	41792.88
Annual Average	1328.83	-	-
Annual Max	-	5138.72	-
Annual Total	-	-	487065.15

The average daily flow for the reporting period was 1328.83 m³, which is approximately 90.71% of the specified design flow of 1465 m³/day. The highest recorded Monthly Average Daily Flow was in March at 2088.39 m³ and was due to heavy rain and increased inflows from the seasonal melt.

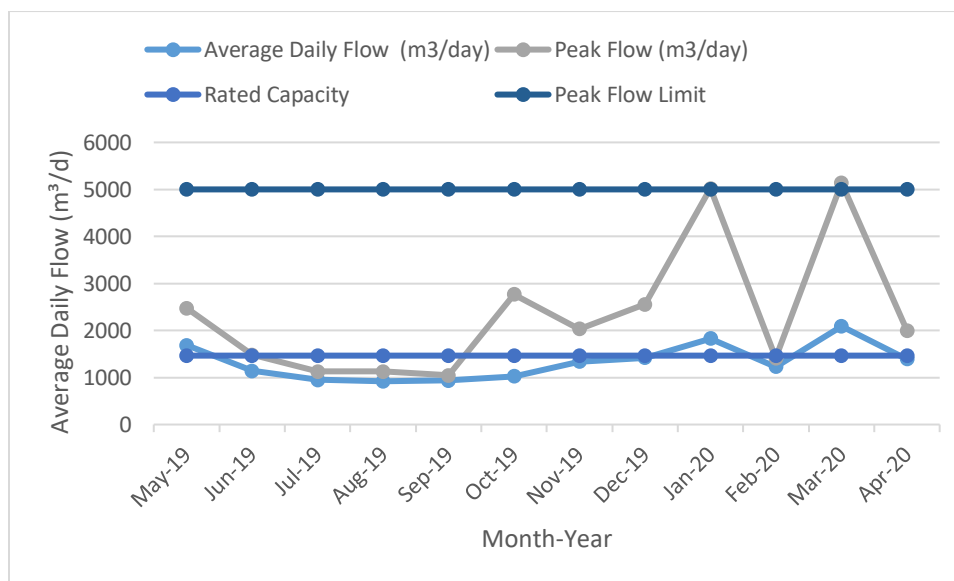
There were no instances when the daily peak of 6500 m³ was exceeded. The highest recorded peak flow of 5021.0 m³/day occurred in January 2020. This maximum peak flow is approximately 77.25% of the approved Peak Flow Rating for the Works.

Please refer to below for graphical representation of influent flows for the reporting period:

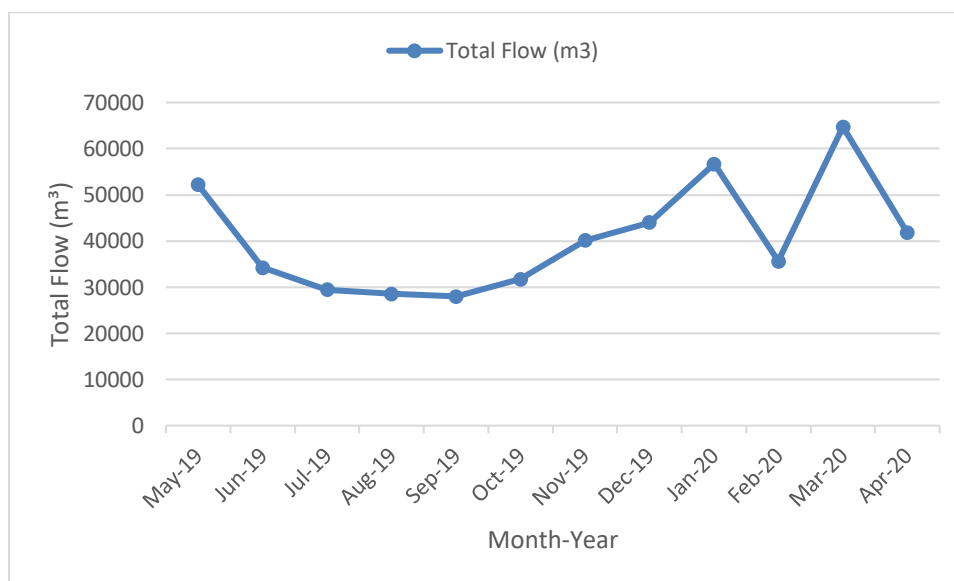
Period from: May 01, 2019 – April 30, 2020

ECA 7654-BEMKVD

Graph 3: Influent: Average Daily Flows & Peak Flows Versus Designed Limits for Reporting Period



Graph 4: Influent: Total Flows for the Reporting Period



3. Monitoring Data Effluent

ECA 7654-BEMKVD, Section 13 (4)(b):

“a summary and interpretation of all Final Effluent monitoring data, including concentration, flow rates, loading and a comparison to the design objectives and compliance limits in this Approval, including an overview of the success and adequacy of the Works;”

3.1 Monitoring Program Effluent

The following table outlines the effluent limits at the Arthur Wastewater Treatment Plant as per its ECA. The applicable effluent parameters are either “concentrations” expressed as milligrams per litre or “loadings” expressed as kilograms per day, and they are reportable either “Annually,” “Monthly,” or “Daily.”

Table 7: Arthur WWTP Effluent Limits

Source	Parameter	Monthly Average Concentration (mg/L)	Annual Average Concentration (mg/L)	Annual Average Waste Loading (Kg/d)
Final Effluent	CBOD ₅	15	10	14.65
	Total Suspended Solids	15	10	14.65
	Total Phosphorus	1	1	1.47
	Total Ammonia Nitrogen	2.3	1.5	2.20
	<i>E. coli</i>	200	n/a	n/a
	pH	6.0 to 9.5, inclusive		

CBOD₅ = Carbonaceous Biochemical Oxygen Demand

3.2 Effluent Results During Discharge Periods

The following tables outline the Monthly Averages and Annual Averages for the 2019 – 2020 reporting period at the Arthur WWTP:

Table 8: Carbonaceous Biochemical Demand Concentrations versus ECA Limits

	Monthly Average Concentration (mg/L)	Within Monthly Limits? (15 mg/L)	Within Annual Limits? (10 mg/L)	Monthly Average Loading (kg/d)	Within Annual Limit? (14.65 kg/d)
September 2019	4.50	Yes	-	0.982	-
October 2019	4.00	Yes	-	1.388	-
November 2019	2.00	Yes	-	4.349	-
December 2019	3.60	Yes	-	11.829	-
January 2020	3.50	Yes	-	10.999	-
February 2020	7.75	Yes	-	31.895	-
March 2020	11.00	Yes	-	46.826	-
April 2020	8.75	Yes	-	21.019	-
Annual Average	5.64	-	Yes	16.161	No

Table 9: Total Suspended Solids Concentrations versus ECA Limits

	Monthly Average Concentration (mg/L)	Within Monthly Limits? (15 mg/L)	Within Annual Limits? (10 mg/L)	Monthly Average Loading (kg/d)	Within Annual Limit? (14.65 kg/d)
September 2019	7.00	Yes	-	1.528	-
October 2019	4.50	Yes	-	1.562	-
November 2019	3.25	Yes	-	7.067	-
December 2019	4.40	Yes	-	14.457	-
January 2020	3.75	Yes	-	11.785	-
February 2020	6.50	Yes	-	26.750	-
March 2020	11.00	Yes	-	46.826	-
April 2020	22.00	No	-	52.848	-
Annual Average	7.80	-	Yes	20.353	No

Table 10: Total Phosphorus Concentrations versus ECA Limits

	Monthly Average Concentration (mg/L)	Within Monthly Limits? (1 mg/L)	Within Annual Limits? (1 mg/L)	Monthly Average Loading (kg/d)	Within Annual Limit? (1.47 kg/d)
September 2019	0.490	Yes	-	0.107	-
October 2019	0.150	Yes	-	0.052	-
November 2019	0.198	Yes	-	0.429	-
December 2019	0.206	Yes	-	0.677	-
January 2020	0.188	Yes	-	0.589	-
February 2020	0.688	Yes	-	2.829	-
March 2020	0.378	Yes	-	1.607	-
April 2020	0.423	Yes	-	1.015	-
Annual Average	0.340	-	Yes	0.913	Yes

Table 11: Total Ammonia Nitrogen Concentrations versus ECA Limits

	Monthly Average Concentration (mg/L)	Within Monthly Limits? (2.3 mg/L)	Within Annual Limits? (1.5 mg/L)	Monthly Average Loading (kg/d)	Within Annual Limit? (2.2 kg/d)
September 2019	7.80	No	-	1.703	-
October 2019	0.25	Yes	-	0.087	-
November 2019	3.10	No	-	6.740	-
December 2019	4.94	No	-	16.231	-
January 2020	3.55	No	-	11.156	-
February 2020	6.40	No	-	26.339	-
March 2020	5.05	No	-	21.497	-
April 2020	5.33	No	-	12.792	-
Annual Average	4.55	-	No	12.068	No

Table 12: *E. coli* Concentrations versus ECA Limits

	Monthly Average Concentration (CFU/100mL)	Within Monthly Limits? (200 CFU/ 100mL)
September 2019	33	Yes
October 2019	2	Yes
November 2019	87	Yes
December 2019	307	No
January 2020	176	Yes
February 2020	477	No
March 2020	780	No
April 2020	34	Yes

Table 13: pH Ranges versus ECA Limits

	pH Ranges	Within Limits? (6.00 – 9.50)
September 2019	7.46 – 8.08	Yes
October 2019	7.19 – 8.11	Yes
November 2019	7.22 – 8.16	Yes
December 2019	7.02 – 8.20	Yes
January 2020	7.12 – 8.22	Yes
February 2020	7.07 – 8.24	Yes
March 2020	7.13 – 8.15	Yes
April 2020	7.31 – 8.16	Yes

3.3 Success & Adequacy of the System

The parameters CBOD₅, Total Suspended Solids (TSS), and Total Phosphorus (TP) for effluent discharges were within the limits outlined by the ECA for the majority of the year, with removal rates between 75% - 98%. However, annual loading limits for CBOD₅ and TSS were exceeded for the reporting years discharge period.

The singular TSS exceedance was primarily due to the bottom solids being drawn from the storage lagoon, leading to higher than normal influent TSS concentrations being ran through the plant. The intent was to get the storage lagoon to lower water levels for future maintenance and upgrades for the remainder of the 2020 year. Discharge was ceased shortly after the confirmed exceedance.

E. coli concentrations reached a maximum of 780 CFU/100mL in March 2020, exceeding the compliance limit of 200 CFU/100mL. During the seasonal discharge period, colony counts exceeded the limit 3 out of the 8 months of discharge.

Despite best efforts, Total Ammonia Nitrogen (TAN) concentrations were out of compliance 7 out of the 8 months of discharge. As a result, the Annual Limit for TAN was also exceeded. This set of exceedances is part of an ongoing investigation of unusual plant loading occurring at the beginning of 2019.

Please refer to **Section 3** of this report for more details regarding the discharge period exceedances.

Refer to Appendix A for a detailed performance assessment report.

3.4 Effluent Flows - Discharges

The following table outlines the effluent flow discharge data for the 2019 – 2020 reporting season:

Table 14: Effluent Discharge Summary

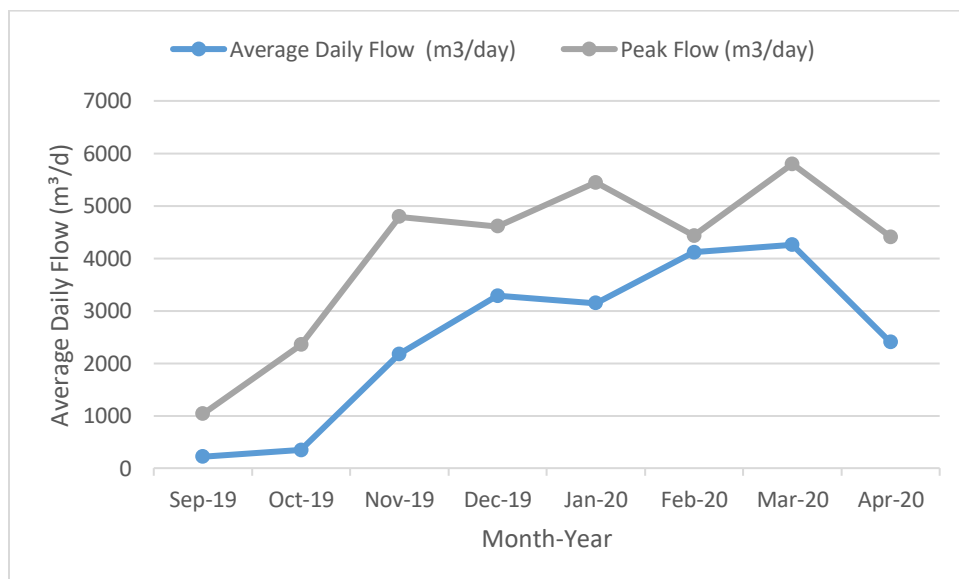
Month	Average Daily Flow (m ³ /day)	Peak Flow (m ³ /day)	Total Flow (m ³)
September 2019	218.31	1033.10	6549.21
October 2019	347.02	2350.10	10757.74
November 2019	2174.34	4791.70	65230.10
December 2019	3285.71	4608.30	101856.90
January 2020	3142.57	5443.80	97419.70
February 2020	4115.46	4429.90	119348.20
March 2020	4256.93	5799.20	131964.80
April 2020	2402.16	4404.90	72064.91
Annual Average	1661.87	-	-
Annual Max	-	5799.20	-
Annual Total	-	-	605191.56

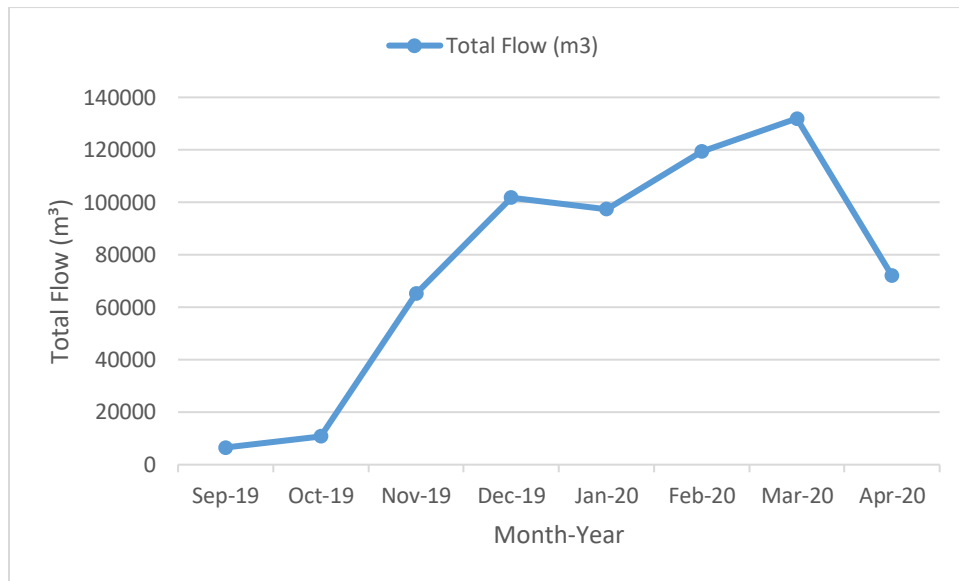
The average daily effluent flow for the 2019 – 2020 reporting period was 1661.87 m³/d, with the highest peak flow at 5799.20 m³/d recorded during the month of March 2020. Total discharge flow for this reporting period was 605,191.56 m³

Discharge periods occurred between the ECA-allotted time frame of September 16 to April 30, following the ammonia-based discharge curves generated by the Ministry. The design discharge limit of 6500 m³/d was not exceeded during this reporting period.

Please see Appendix B for the Daily Discharge Summary

Graph 5: Effluent Discharge Flow: Average Daily Flow and Peak Flow for Discharge Period



Graph 6: Effluent Discharge Flow: Total Flow for Discharge Period

4. Annual Update to the Stage-Discharge Curve

ECA 7654-BEMKVD, Section 13 (4)(c):

“a summary of the annual update to the stage-discharge curve as required in Paragraph 9 (e);”

e. The Owner shall operate, calibrate and maintain the Conestogo River at Arthur hydrometric station (17T 536350E 4853113N) and collect and record daily streamflow measurements for that station or for any replacement gauging station approved by the District Manager.

The Conestogo River Arthur hydrometric station equipment is calibrated as per manufacturer's recommendations. Monitoring and metering equipment is also calibrated by a third party on an annual basis. Preventative maintenance is scheduled for all equipment at the sewage treatment plant and pumping stations at regular frequency (frequency depends on the equipment and type of maintenance). Maintenance activities are scheduled within the work management system Maximo, upon completion, Operators set the work order to complete. On a monthly basis, preventative work orders are reviewed for completion.

Flowmetrix Technical Services Inc. successfully calibrated the hydrostatic station measuring equipment on September 24, 2019.

Refer to Appendix E for the Calibration Reports.

Operators collect and record daily streamflow measurements for the Conestogo River hydrometric station on their daily check sheets and entered in OCWA's PDM (WISKI) Management System.

Table 15: Conestogo River Streamflow Measurements

Month	Monthly Minimum Daily River Height (cm)	Monthly Average Daily River Height (cm)	Monthly Max Daily River Height (cm)
May 2019	23.09	38.54	63.76
June 2019	12.39	17.93	31.46
July 2019	10.62	11.78	13.30
August 2019	11.49	12.66	15.18
September 2019	11.55	13.28	14.73
October 2019	10.64	17.74	59.31
November 2019	24.71	36.69	75.48
December 2019	23.86	41.72	84.16
January 2020	29.77	49.43	168.28
February 2020	27.02	28.93	34.90
March 2020	29.14	54.50	127.98
April 2020	27.36	39.27	47.88
Annual Minimum	10.62	-	-
Annual Average	-	30.25	-
Annual Max	-	-	168.28

Refer to Appendix I for Report of Daily Streamflow Measurements

5. Monitoring Schedule

ECA 7654-BEMKVD, Section 13 (4)(d):

“a summary of any deviation from the monitoring schedule and reasons for the current reporting year and a schedule for the next reporting year;”

Operations staff at the Arthur WWTP maintained a sampling schedule where samples were taken on Thursdays for the majority of the reporting period. Fluctuations on sample dates were due to the additional raw sampling/investigation sampling done throughout the year, as well as operator shift coverage which may have staggered the dates.

Please find the attached Sampling Calendar prepared for 2020 in Appendix C

6. Operating Problems & Corrective Actions

ECA 7654-BEMKVD, Section 13 (4)(e):

“a summary of all operating issues encountered and corrective actions taken;”

6.1 UV Disinfection Efficiency

During the discharge period of January 2020, the UV lamps became blocked by excess algae and debris while effluent was passing through the discharge channel. Despite regular cleaning and turning on both UV banks, the effluent discharge remained cloudy, resulting in less than effective disinfection during periods of discharge.

The UV System was serviced around March 2020 following a previous exceedance, resulting in a drastic drop in colony counts in the April 2020 monthly geometric mean (34 CFU/100mL). Operations staff have been persistent in monitoring the UV channels, and have since implemented a more regular cleaning of the UV channels to prevent future exceedances, as well as stronger checks to ensure the units are in good working condition. Following an increase in cleaning frequencies, scheduled upgrades, and addressing current loading issues, it is expected *e. Coli* exceedances will be lessened in future discharge periods.

6.2 Golden Valley Farms and Influent Loading

Starting in January 2019, it was noted that Total Ammonia Nitrogen levels were exceeding the ECA limit due to abnormally concentrated influent, which disrupted the nitrification processes at the plant.

Golden Valley Farms, an industrial meat processing plant, has been discharging into the Sewage Collection Systems since its establishment. It was suspected that the processing plant had been contributing higher than normal loadings to the plant, causing process upsets. Further investigations with regular extra raw sampling confirmed abnormally concentrated influent from the processing plant.

On January 7, 2020 Golden Valley approved an onsite composite sampler be installed for our operations staff to sample their effluent discharges and aid in troubleshooting their treatment processes. Golden Valley has also been working closely with the chemical supplier to improve effluent output.

Please refer to Appendix D for a summary of lab results from Golden Valley Farms and a copy of the Wellington North Sewer Use By-law.

Please note, sampling parameters were adjusted based on troubleshooting methods and in reference to the Wellington North Sewer-use Bylaw.

OCWA is in continuous talks with the Township and Golden Valley to address this issue, with investigative sampling continuing well into 2020. It is suspected, after substantial completion of the Arthur WWTP upgrades under the new ECA (9614-B5FJV7), capacity and treatment capabilities of the plant will improve to further mitigate any future loading issues.

7. Major Maintenance Activities

ECA 7654-BEMKVD, Section 13 (4)(f):

“a summary of all normal and emergency repairs and maintenance activities carried out on any major structure, equipment, apparatus or mechanism forming part of the Works;”

7.1 Work Management System

Planned maintenance, including scheduled and non-scheduled maintenance activities are scheduled using a computerized Work Management System (WMS) that allows user to:

- Enter detailed asset information
- Generate and process work orders
- Access maintenance and inspection procedures
- Plan, schedule, and document all asset related tasks and activities

- Access maintenance records and asset histories

Work Orders are automatically generated by the WMS program and are assigned to the applicable Operations staff accordingly.

7.2 Preventative Maintenance

There were a number of major maintenance tasks throughout 2019 – 2020 reporting period. They are as follows:

- Annual sewage pumping station cleanouts
- Annual Generator inspections and load testing
- Annual calibrations
- UV inspection and servicing
- Alum Tank and Lagoon Chamber cleanout
- Semi-annual Lagoon Perimeter Inspection

7.3 Repairs & Improvements

There were a number of repairs and/or improvements made in the 2019 – 2020 reporting period. They are as follows:

- Diesel Generator cooling system repairs
- Well Street Pump Station SLP #2 repairs
- Well Street Service Pump #2 repairs
- Air lifts from Sand Filters repairs
- Effluent Pump repairs
- Fredrick Street Pump Station VFD replacement
- Well Street Pump Station Flight Rails repairs

8. Effluent Quality Assurance & Control

ECA 7654-BEMKVD, Section 13 (4)(g):

“a summary of any effluent quality assurance or control measures undertaken;”

The Ontario Clean Water Agency (OCWA) operates the Arthur Wastewater Treatment Plant in accordance with provincial regulations.

- Use of Accredited Laboratories: analytical tests to monitor the effluent quality are conducted by a laboratory audited by the Canadian Association for Laboratory Accreditation Inc. (CALA) and accredited by the Standards Council of Canada (SCC). Accreditation ensures that the laboratory has acceptable laboratory protocols and test methods in place. It also requires the laboratory to provide evidence and assurances of the proficiency of the analysts performing the test methods. During this monitoring period (May 1, 2019 to April 30, 2020), all chemical sample analyses were conducted by SGS (Lakefield) Canada Inc.

- Operation by Licensed Operators: Arthur WWTP is operated and maintained by the Ontario Clean Water Agency's licensed Operation Staff. The mandatory licensing program for operators of sewage treatment facilities in Ontario is regulated under the Ontario Water Resources Act (OWRA) Regulation 435/93 and Ontario Regulation 129/04. Licensing means that an individual meets the education and experience requirements and has successfully passed the certification exam. The Georgian Highlands Region of the Ontario Clean Water Agency operates the sewage works from their Highlands Hub Office in Shelburne, Ontario using only Licensed Operators. Refer to the following table summarizing current Operations staff licensing for the Arthur WWTP:

Table 16: Operator Licensing for the Arthur WWTP

Operator	Level	Certificate #	Expiry Date
Dwight Hallahan	WWT 2	15499	Apr 30, 2022
	WWC 1	16002	Oct 31, 2022
Dan Yake	WWT 2	57390	July 31, 2022
	WWC 1	69121	Jan 31, 2023
Steve Miller	WWT 4	15422	Jan 31, 2022
	WWC 2	17899	Jan 31, 2022

- Sampling and Analytical Requirements: OCWA followed a sampling and analysis schedule required by the Environmental Compliance Approval.
- Use of In-House Laboratory: in-house tests are conducted by Licensed Operators for monitoring purposes using Standard Methods. The data generated from these tests is used to determine the treatment efficiency while maintaining process control. All in-house monitoring equipment is calibrated based on the manufacturer's recommendations. The Operators of the facility will continue to use their expertise in order to meet our objective of no exceedances of the ECA Effluent Compliance Limits and future Compliance Objectives.

9. Calibration & Maintenance Procedures

ECA 7654-BEMKVD, Section 13 (4)(h):

"a summary of the calibration and maintenance carried out on all Influent and Final Effluent monitoring equipment to ensure that the accuracy is within the tolerance of that equipment as required in this Approval or recommended by the manufacturer;"

All in-house monitoring equipment is calibrated as per manufacturer's recommendations. Monitoring and metering equipment is also calibrated by a third party on an annual basis. Preventative maintenance is scheduled for all equipment at the sewage treatment plant and pumping stations at regular frequency (frequency depends on the equipment and type of maintenance). Maintenance activities are scheduled within the work management system Maximo, upon completion, Operators set the work order to complete. On a monthly basis, preventative work orders are reviewed for completion.

Flowmetrix Technical Services Inc. successfully calibrated flow measuring equipment on September 24, 2019.

Refer to Appendix E for the Calibration Reports.

10. Design Objective Requirements

ECA 7654-BEMKVD, Section 13 (4)(i):

“a summary of efforts made to achieve the design objectives in this Approval, including an assessment of the issues and recommendations for pro-active actions if any are required under the following situations”:

- i. When any of the design objectives are not achieved more than 50% of the time in a year, or there is an increasing trend of deterioration of Final Effluent quality;*
- ii. When Annual Average Daily Influent Flow reaches 80% of the Rated Capacity;”*

Arthur WPCP currently has no objectives under the old ECA 3773-ABJKKX (November 28, 2016) parameters. At this time Phase 1 construction has not been completed. Best efforts will be made to meet the objectives under the new ECA 7654-BEMKVD (September 10, 2019) once Phase 1 construction onwards improves plant performance and output effluent quality.

The average daily flow for the reporting period was 1328.83 m³, which is approximately 90.71% of the specified design flow of 1465 m³/day. The highest recorded Monthly Average Daily Flow was in March at 2088.39 m³ and was due to heavy rain and increased inflows from the seasonal melt.

There were no instances when the daily peak of 6500 m³ was exceeded. The highest recorded peak flow of 5021.0 m³/day occurred in January 2020. This maximum peak flow is approximately 77.25% of the approved Peak Flow Rating for the Works.

Refer to Appendix A for detailed performance assessment.

11. Sludge Generation

ECA 7654-BEMKVD, Section 13 (4)(j):

“a tabulation of the volume of sludge generated, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed;”

The table below shows a summary of sludge haulage for the 2019-2020 reporting period:

Table 17: Sludge Haulage

Date	NASM #	Volume Hauled (m ³)	Comments
10/05/2019	n/a	90.00	Hauled by Saugeen Agri Service
06/06/2019	W1007	801.00	Hauled by Wessuc
07/10/2019	W2001	222.50	Hauled by Wessuc
08/10/2019	W2001	534.00	Hauled by Wessuc
25/11/2019	n/a	132.26	Hauled by Saugeen Agri Service
19/12/2019	n/a	121.04	Hauled by Saugeen Agri Service
17/01/2020	n/a	119.63	Hauled by Saugeen Agri Service
24/02/2020	n/a	109.21	Hauled by Saugeen Agri Service
08/04/2020	n/a	61.35	Hauled by Saugeen Agri Service
09/04/2020	n/a	61.35	Hauled by Saugeen Agri Service
14/04/2020	n/a	61.35	Hauled by Saugeen Agri Service
16/04/2020	n/a	61.35	Hauled by Saugeen Agri Service
Total:		2375.04	

Digested sludge produced at the Arthur Wastewater Treatment Plant is land-applied in accordance with the Nutrient Management Act 2002 and Ontario Regulation 267/03. Additional sludge haulage is directed towards Lystek International Inc., located in Dundalk, Ontario. This facility converts biosolids into “market ready” fertilizer products.

Grab samples of digested (aerobic) sludge are collected and tested as per these guidelines. During the reporting period, sludge sample analysis was carried out by SGS Lakefield Research Limited. A summary of sludge sample results is provided in **Appendix F**.

Two haulers were used during the 2019 – 2020 reporting period:

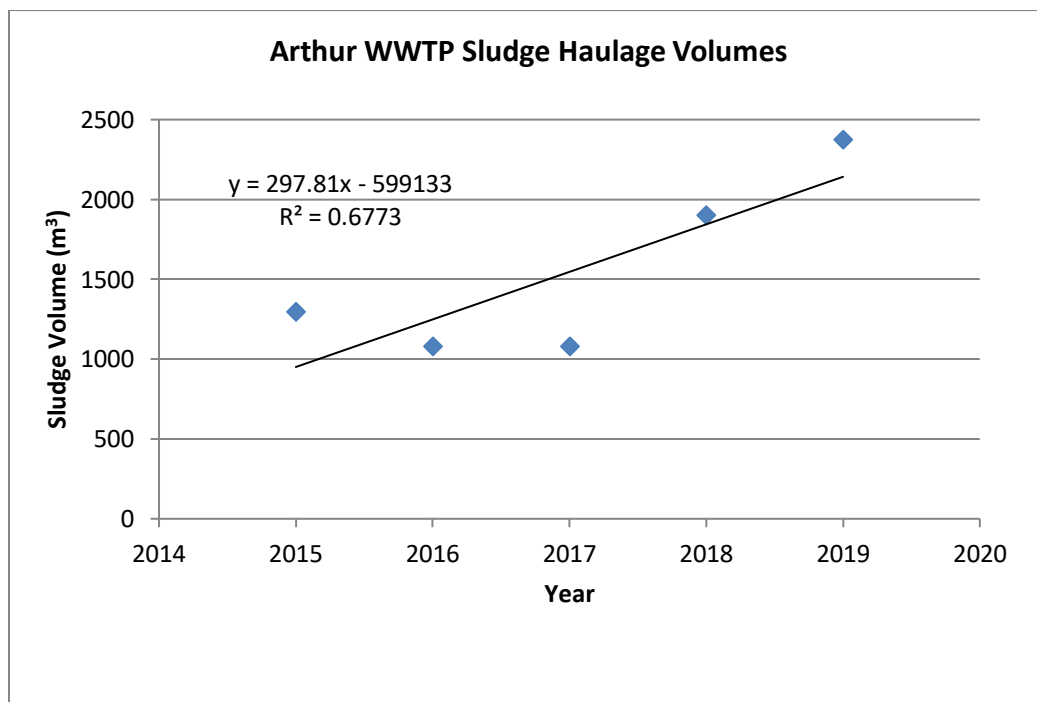
- Wessuc Environmental Services Inc. - Certificate of Approval: Waste Management System #1603-4LGJBN
- Eden Environmental Services Ltd. - Certificate of Approval: Waste Management System #9566-6HYKC3

The Certificate of Approval for the Mount Forest Sludge Storage Facility #7965-5EKNUW allows the storage of sludge from the Arthur WWTP. There was no sludge stored at the Mount Forest facility for this reporting period.

Trending sludge production can be seen in Figure 1. Please note: the reporting year noted on the X-axis is the first year of the reporting period, meaning 2019 would include the period from May 2019 to April 2020.

Based on the design flow, predicted sludge haulage, average wastewater quality and a linear regression with an R^2 value of 67.73%, the anticipated volume to be generated in the next reporting period is approximately 2443.20 m³.

Figure 1: Arthur WWTP Sludge Haulage Trending



12. Community Complaints

ECA 7654-BEMKVD, Section 13 (4)(k):

“a summary of any complaints received any steps taken to address the complaints;”

There is a standard operating (SOP) in place that outlines the steps required for receiving and addressing community complaints. All complaints are to be discussed and/or investigated, and resolved as required. The community complaint is logged in detail in the facility logbook and then various details are entered into OCWA's electronic database system "OPEX." This database contains the history of all complaints with the relevant information enclosed.

There was one complaint registered for the Arthur WWTP during the 2019 - 2020 reporting period:

- August 12, 2019 – A strong odour was described by the resident, to which the wastewater plant was suspected to be the source. The responding Operator noted no odours at the plant during the time of the complaint. Upon further investigation, the source of the odour was likely the Chicken Farm and/or All Treat Farms, located close to the resident's home. Resident was satisfied with the response.

Please see Appendix G for the full OPEX Report

13. By-pass, Spill or Abnormal Discharge Events

ECA 7654-BEMKVD, Section 13 (4)(l):

“a summary of all By-pass, Overflows, other situations outside Normal Operating Conditions and spills within the meaning of Part X of EPA and abnormal discharge events;”

13.1 By-pass events

There were no by-pass events during the reporting period.

13.2 Overflow events

Two overflow events were noted during the reporting period:

January 13, 2020 – Fredrick Street Pump Station overflow event due to heavy precipitation with untreated sewage. Approximately 783.0 m³ was overflowed from the station over a 15 hour duration. Continuous monitoring of the situation, chlorine pucks, and a VAC truck was used to control the overflow. Overflow was sampled as required.

March 12, 2020 – Fredrick Street Pump Station overflow event due to heavy precipitation with untreated sewage. Approximately 313.2 m³ was overflowed from the station over a 6 hour duration. Continuous monitoring of the situation, chlorine pucks, and a VAC truck was used to control the overflow. Overflow was sampled as required.

All overflow events were reported to SAC and the MECP.

Please see Appendix H for the full OPEX Report

13.3 Spills

There were no spills during the reporting period.

13.4 Abnormal Discharge Events

There were no abnormal discharge events during the reporting period.

14. Notice of Modifications

ECA 7654-BEMKVD, Section 13 (4)(m):

“a summary of all Notice of Modifications to the Sewage Works completed under Paragraph 1.d. of Condition 10, including a report on status of implementation of all modification;”

There were no Notice of Modifications under Schedule B, Section 1 submitted during this reporting period.

14.1 Modification Completion Reports

There were no modifications completed under Schedule B, Section 3 during this reporting period.

15. Conformance with Procedure F-5-1

ECA 7654-BEMKVD, Section 13 (4)(n):

“a summary of efforts made to achieve conformance with Procedure F-5-1 including but not limited to projects undertaken and completed in the sanitary sewer system that result in overall Bypass/Overflow elimination including expenditures and proposed projects to eliminate Bypass/Overflows with estimated budget forecast for the year following that for which the report is submitted;”

Sanitary Sewage Pumping Stations

Frederick Street Pumping Station and Forcemain

Upgrade to the existing Frederick Street Pumping Station having a firm capacity of 110 L/s, located at 176 Frederick Street West, comprising;

- Construction of a new wet well having dimension of 5.5m x 5.3m x 7.2m, having an active storage volume of 90 m³, equipped with three variable speed controlled sewage pumps, two for duty and one for standby, each with a rated capacity of 55 L/s under 30m TDH, discharging through a common header to Arthur Wastewater Treatment Plant through an existing 755m long 250mm diameter forcemain, complete with a MCC, a new PLC based control system, high level floats and alarms;
- Conversion of existing wet well in to a bypass chamber, complete with one (1) sewage drain pump, located in the existing wet well, with a capacity of 10 L/s under 8m TDH, receiving sewage overflow from the inlet sewer under extreme flow events with an Emergency Overflow to the Conestogo River;

Arthur Wastewater Treatment Plant (WWTP)**Equalization Tank (to be upgraded to Extended Aeration Plant B during Phase 2)**

- Construction of the equalization tank 1 (to be used as the future secondary treatment/extended aeration tank during Phase 2), having a total capacity of 2,100 m³, and operated in a manner to allow the flows entering the secondary treatment in Phase 1 to be reduced to 5,270 m³/d, comprising of two cells and a central future secondary clarifier tank, receiving diverted peak flow through a weir located in the headworks building outlet pipe under peak flow conditions, complete with a sewer line connecting a new hopper adjacent to the existing Headworks to a new Headworks channel upstream of Plant B;
- One (1) submersible drain pump, to be located in a precast manhole (to be converted to a scum collection pit and transfer pump in Phase 2), connected to the equalization tank, with a capacity of 10 L/s under a TDH of 8m, discharging to Headworks channel;

Proposed Works - Phase 2**Inlet Works**

- Diversion of existing sanitary Sewers from Preston Street to the new Headworks building of sewage treatment plant;
- Diversion of existing sanitary sewage forcemain from Frederick Street Sewage Pumping Station in to the new Headworks building of sewage treatment plant;

Headworks Building**Inlet Channels**

- One (1) duty inlet channel 0.8m wide, 1.2m deep, equipped with an inclined mechanically cleaned screen with 6mm spacing, designed to handle an average daily flow of 2,300 m³/d and a maximum daily flow of 12,700 m³/d, equipped with washer/compactor conveyor for screenings, complete with diffusers for intermittent channel aeration;
- one (1) back-up channel 0.8m wide, 1.2m deep, equipped with an inclined manual bar screen having 50mm spacing, complete with diffusers for intermittent channel aeration;

Grit Removal

- A Grit removal system with by-pass capability, comprising of a Vortex Grit Tank 2.5m in diameter with a 0.37 kW vortex drive, a Vortex Grit Classifier Unit designed for a peak flow rate of 12,700 m³/d, screenings/grit disposal bin in the Screen room;

Flow Channels and Parshall Flume

- Two flow splitting channels, complete with flow control weirs and two Parshall Flume flowmeters, one in each channel, downstream of the Vortex Tank, with duty channel discharging to the existing and new treatment units (Plant A and Plant B);

The increased capacity and upgrade to the Sewage Pump Station will aid in directing influent flows to the plant more effectively and efficiently. In addition to having an additional pump and all pumps being upsized with Variable Frequency Drives (VFD) this will allow the pumps to adjust to the required pumping speeds in increments as needed, increasing overall pump efficiency. This upgrade will further reduce the chance potential future bypass/overflow events through increased reliability and capacity. This Project is anticipated to be complete in 2020.

During high flow events, the increased flows from the pump station will be split at the head of the plant and will allow part of the flow to go through treatment and a portion to be captured in the equalization tank to not overwhelm the treatment system and be pumped back to the Headworks at a later time.

There are no estimated budget forecasts at this time as the current construction upgrades will mitigate the bypass/overflow events at the plant and at the pump station.

16. Construction and Commissioning Schedule Updates

ECA 7654-BEMKVD, Section 13 (4)(o):

“any changes or updates to the schedule for the completion of construction and commissioning operation of major process(es)/equipment groups in the Proposed Works;”

Arthur Wastewater Treatment Plant Expansion Project

Q4 – December 2019

Sanitary Pumping Station Frederick Street Site

Work Performed

1. WCCI mobilized to the Pumping Station site the week of September 16th and performed locates, removed existing fence and installed construction fencing.
2. The first site activities were to install MH11 and CB10, as well as sewer and storm pipes.
3. Excavation for the Pumping Station began the week of September 23rd and the shoring was installed.
4. Construction halted at the Pumping Station for a few weeks while WCCI worked on their Dewatering Plan.
5. Dewatering measures were implemented the week of October 21st and tying of rebar for the base slab commenced.
6. Base slab concrete pour was completed with no issues and tying of rebar for the walls commenced.
7. The concrete pour for the Pumping Station walls was completed with no issues and damp proofing application began.

Immediately Upcoming Work

1. Dewatering will continue.
2. Damp proofing and backfilling will be completed.
3. Shoring and forming for the top slab of the pump station will begin.
4. General site cleanup and tarping will be performed prior to holidays.
5. WCCI offsite from December 23rd to January 3rd.

Waste Water Treatment Plant Preston Street Site

Work Performed

1. Site preparation began at the WWTP the week of October 7th with layouts, modular fencing and silt fencing installation and electrical hook-ups to the temporary trailers.
2. Excavation of the driveway followed along with compaction of fill and granular. Compaction testing has been periodically performed by CMT.
3. Tree and stump removal was completed on the east side of the site.
4. Structural modifications were made to the existing basement wall to accommodate the new chemical containment wall.
5. Formwork was fabricated and installed for the chemical containment wall.
6. Excavation began for the exterior Alum Tank pad foundation.
7. Excavation began for the 300mm storm piping.

Immediately Upcoming Work

1. Work on underground piping will continue.
2. Work will continue for alum tank including excavation, pouring footings and curb, and forming and rebar tying for walls.
3. General site cleanup and tarping will be performed prior to holidays.
4. WCCI offsite from December 23rd to January 3rd.

Q1 – April 2020

Sanitary Pumping Station Frederick Street Site

Work Performed

1. Blowers arrived onsite and were moved into the basement.
2. Installation, testing, training and startup were completed for the first digester blower, BL302.
3. WCCI was offsite for two weeks in March.
4. WCCI performed cleanup work and inspected silt fencing upon re-mobilization to site in April.
5. Installation of underground services continued, including piping, catch basins and sanitary manholes.
6. Stripping of topsoil and backfill of Granular B was completed for the driveway.
7. Excavation for the Equalization Tank began.
8. Mechanical installation of the air discharge header and the first aeration blower began, BL203.
9. Demolition began for the existing alum system.

Immediately Upcoming Work

1. Excavation for the Equalization Tank will be completed, and concrete work will begin.
2. Excavation for the new Alum containment structure will be completed, and concrete work will begin.
3. Aeration and digester blower installation will continue.
4. Valve installation will be completed in the lagoons.

Wastewater Treatment Plant Preston Street Site

Work Performed

1. Shingles were stripped from the existing Pumping Station roof and ice and water shield was installed.
2. Concrete pours for the new station were completed, including benching.
3. Hatches were installed prior to the roof concrete pour.
4. The FRP landing, access ladder and pump bases were installed in the new station.
5. Process piping was installed in the new station by the end of February.
6. There was no notable work performed at the pumping station in March.
7. WCCI performed cleanup work and inspected silt fencing upon re-mobilization to site in April.

Immediately Upcoming Work

1. No major work is anticipated on this site in the immediate future.

Refer to **Appendix J** for scheduled completion of construction and commissioning of major process (es)/equipment groups in the Proposed Works.

17. Water Supervisor Information Request

ECA 7654-BEMKVD

“any other information from the Water Supervisor requires from time to time.”

There were no requests from the Water Supervisor for any other information during the reporting period.

**2019 – 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

Appendix A

Performance Assessment Report

May 2019 – April 2020

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon

Report extracted 06/12/2020 14:12

From: 01/05/2019 to 30/04/2020

Facility: [5767] ARTHUR WASTEWATER TREATMENT PLANT

Works: [110000882]

	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	01/2020	02/2020	03/2020	04/2020	<--Total-->	<--Avg-->	<--Max-->	<--Criteria-->
Flows:																
Raw Flow: Total - Raw Sewage (m³)	52197.20	34204.49	29419.28	28512.60	28003.74	31766.02	40102.36	44012.98	56697.15	35616.30	64740.15	41792.88	487065.15			
Raw Flow: Avg - Raw Sewage (m³/d)	1683.78	1140.15	949.01	919.76	933.46	1024.71	1336.75	1419.77	1828.94	1228.15	2088.39	1393.10	1328.83			1465.0
Raw Flow: Max - Raw Sewage (m³/d)	2471.40	1482.60	1124.00	1126.50	1047.63	2756.30	2035.40	2556.60	5021.10	1410.20	5138.72	1999.70			5138.72	
Eff. Flow: Total - Final Effluent (m³)	0.00	0.00	0.00	0.00	6549.21	10757.74	65230.10	101856.90	97419.70	119348.20	131964.80	72064.91	605191.56			
Eff. Flow: Avg - Final Effluent (m³/d)	0.00	0.00	0.00	0.00	218.31	347.02	2174.34	3285.71	3142.57	4115.46	4256.93	2402.16	1661.87			
Eff. Flow: Max - Final Effluent (m³/d)	0.00	0.00	0.00	0.00	1033.10	2350.10	4791.70	4608.30	5443.80	4429.90	5799.20	4404.90			5799.20	
Carbonaceous Biochemical Oxygen Demand: CBOD:																
Eff: Avg cBOD5 - Final Effluent (mg/L)					< 4.500	4.000	< 2.000	< 3.600	3.500	7.750	11.000	8.750		< 5.638	11.000	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)					2	2	4	5	4	4	4	4	29			
Loading: cBOD5 - Final Effluent (kg/d)					< 0.982	1.388	< 4.349	< 11.829	10.999	31.895	46.826	21.019		< 16.161	46.826	
Biochemical Oxygen Demand: BOD5:																
Raw: Avg BOD5 - Raw Sewage (mg/L)	193.000	238.000	341.000	282.000	241.000	193.000	194.000	216.000	202.000	229.000	239.000	109.000		223.083	341.000	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	1	1	1	1	1	1	1	1	1	1	1	1	12			
Eff: Avg BOD5 - Final Effluent (mg/L)					5.000	3.500	< 2.250	5.600	3.750	8.500	9.750	13.500		< 6.481	13.500	15.0
Loading: BOD5 - Final Effluent (kg/d)					1.092	1.215	< 4.892	18.400	11.785	34.981	41.505	32.429		< 18.287	41.505	
Percent Removal: BOD5 - Raw Sewage (mg/L)					97.925	98.187	98.840	97.407	98.144	96.288	95.921	87.615			98.840	
Total Suspended Solids: TSS:																
Raw: Avg TSS - Raw Sewage (mg/L)	139.000	188.000	237.000	215.000	162.000	148.000	180.000	148.000	109.000	171.000	136.000	89.000		160.167	237.000	
Raw: # of samples of TSS - Raw Sewage (mg/L)	1	1	1	1	1	1	1	1	1	1	1	1	12			
Eff: Avg TSS - Final Effluent (mg/L)					7.000	4.500	3.250	4.400	3.750	6.500	11.000	22.000		7.800	22.000	15.0
Eff: # of samples of TSS - Final Effluent (mg/L)					2	2	4	5	4	4	4	4	29			
Loading: TSS - Final Effluent (kg/d)					1.528	1.562	7.067	14.457	11.785	26.750	46.826	52.848		20.353	52.848	
Percent Removal: TSS - Final Effluent (mg/L)					95.679	96.959	98.194	97.027	96.560	96.199	91.912	75.281			98.194	
Percent Removal: TSS - Raw Sewage (mg/L)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000			0.000	
Total Phosphorus: TP:																
Raw: Avg TP - Raw Sewage (mg/L)	9.020	5.300	7.970	10.600	6.060	4.640	5.530	3.920	4.120	4.190	2.520	2.520		5.533	10.600	
Raw: # of samples of TP - Raw Sewage (mg/L)	1	1	1	1	1	1	1	1	1	1	1	1	12			
Eff: Avg TP - Final Effluent (mg/L)					0.490	0.150	0.198	0.206	0.188	0.688	0.378	0.423		0.340	0.688	1.0
Eff: # of samples of TP - Final Effluent (mg/L)					2	2	4	5	4	4	4	4	29			
Loading: TP - Final Effluent (kg/d)					0.107	0.052	0.429	0.677	0.589	2.829	1.607	1.015		0.913	2.829	
Percent Removal: TP - Final Effluent (mg/L)					91.914	96.767	96.429	94.745	95.449	83.592	85.020	83.234			96.767	
Nitrogen Series:																
Raw: Avg TKN - Raw Sewage (mg/L)	27.300	35.800	50.800	48.000	46.000	30.200	34.400	29.600	41.500	34.300	30.500	18.000		35.533	50.800	
Raw: # of samples of TKN - Raw Sewage (mg/L)	1	1	1	1	1	1	1	1	1	1	1	1	12			
Eff: Avg TAN - Final Effluent (mg/L)					7.800	< 0.250	3.100	4.940	3.550	6.400	5.050	5.325		< 4.552	7.800	2.3
Eff: # of samples of TAN - Final Effluent (mg/L)					2	2	4	5	4	4	4	4	29			
Loading: TAN - Final Effluent (kg/d)					1.703	< 0.087	6.740	16.231	11.156	26.339	21.497	12.792		< 12.068	26.339	
Eff: Avg NO3-N - Final Effluent (mg/L)					< 0.245	17.300	1.225	1.932	1.468	0.285	0.238	0.247		< 2.867	17.300	
Eff: # of samples of NO3-N - Final Effluent (mg/L)					2	2	4	5	4	4	4	4	29			
Eff: Avg NO2-N - Final Effluent (mg/L)					< 0.035	< 0.030	0.248	0.232	0.085	0.045	< 0.035	< 0.060		< 0.096	0.248	
Eff: # of samples of NO2-N - Final Effluent (mg/L)					2	2	4	5	4	4	4	4	29			
Disinfection:																
Eff: GMD E. Coli - Final Effluent (cfu/100mL)					33.466	2.000	86.754	306.927	175.587	477.162	780.454	33.703		237.007	780.454	200.0
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)					2	2	4	5	4	4	4	4	29			

**2019 - 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

Appendix B

Daily Discharge Summary

Arthur WWTP

Annual Performance Report
Daily Effluent Discharge Volumes
September 16, 2019 - April 30, 2020

Sep-19		Oct-19		Nov-19		Dec-19		Jan-20		Feb-20		Mar-20		Apr-20	
Date	Flow (m ³)	Date	Flow (m ³)	Date	Flow (m ³)	Date	Flow (m ³)	Date	Flow (m ³)	Date	Flow (m ³)	Date	Flow (m ³)	Date	Flow (m ³)
16/09/2019	13.62	01/10/2019	497.63	01/11/2019	0.00	01/12/2019	4321.10	01/01/2020	2701.60	01/02/2020	3699.40	01/03/2020	4247.40	01/04/2020	3605.3
17/09/2019	54.80	02/10/2019	1214.20	02/11/2019	0.00	02/12/2019	3988.10	02/01/2020	2978.80	02/02/2020	3625.90	02/03/2020	4300.20	02/04/2020	3707.8
18/09/2019	39.55	03/10/2019	1937.20	03/11/2019	0.00	03/12/2019	3653.40	03/01/2020	3862.80	03/02/2020	3705.80	03/03/2020	3973.90	03/04/2020	3958.7
19/09/2019	409.92	04/10/2019	2350.10	04/11/2019	2049.40	04/12/2019	3626.40	04/01/2020	3837.00	04/02/2020	3679.60	04/03/2020	3836.20	04/04/2020	4370.1
20/09/2019	947.92	05/10/2019	1426.60	05/11/2019	4058.00	05/12/2019	3639.90	05/01/2020	3710.70	05/02/2020	3769.60	05/03/2020	4098.50	05/04/2020	4404.9
21/09/2019	927.04	06/10/2019	1430.70	06/11/2019	3798.80	06/12/2019	3584.40	06/01/2020	3787.90	06/02/2020	4101.80	06/03/2020	4624.70	06/04/2020	4366.6
22/09/2019	957.62	07/10/2019	1359.10	07/11/2019	3285.00	07/12/2019	3483.90	07/01/2020	3710.00	07/02/2020	4021.20	07/03/2020	4615.60	07/04/2020	4392.5
23/09/2019	1033.10	08/10/2019	459.26	08/11/2019	2318.80	08/12/2019	3554.40	08/01/2020	2615.20	08/02/2020	3991.10	08/03/2020	4676.10	08/04/2020	3792.5
24/09/2019	1032.40	09/10/2019	3.02	09/11/2019	2330.00	09/12/2019	4608.30	09/01/2020	2627.50	09/02/2020	3994.90	09/03/2020	5664.80	09/04/2020	3645.7
25/09/2019	535.53	10/10/2019	13.92	10/11/2019	1991.10	10/12/2019	1342.40	10/01/2020	2908.00	10/02/2020	3990.70	10/03/2020	5799.20	10/04/2020	4161.8
26/09/2019	147.43	11/10/2019	44.06	11/11/2019	2085.80	11/12/2019	3615.40	11/01/2020	5443.80	11/02/2020	4080.20	11/03/2020	4043.70	11/04/2020	3717.2
27/09/2019	139.40	12/10/2019	20.91	12/11/2019	2058.10	12/12/2019	3269.80	12/01/2020	4540.00	12/02/2020	4316.00	12/03/2020	5308.80	12/04/2020	2876.6
28/09/2019	141.57	13/10/2019	5.04	13/11/2019	1992.10	13/12/2019	2155.20	13/01/2020	2727.00	13/02/2020	4362.90	13/03/2020	5735.50	13/04/2020	2993.9
29/09/2019	89.60	14/10/2019	0.00	14/11/2019	1959.00	14/12/2019	2834.90	14/01/2020	2274.50	14/02/2020	4377.60	14/03/2020	5183.10	14/04/2020	2166.4
30/09/2019	79.71	15/10/2019	0.00	15/11/2019	1963.60	15/12/2019	2757.30	15/01/2020	2422.40	15/02/2020	4361.90	15/03/2020	4903.90	15/04/2020	767.62
		16/10/2019	0.00	16/11/2019	1970.20	16/12/2019	2911.70	16/01/2020	2897.20	16/02/2020	4307.10	16/03/2020	4845.10	16/04/2020	1443
		17/10/2019	0.00	17/11/2019	1941.20	17/12/2019	3589.00	17/01/2020	1699.00	17/02/2020	4349.70	17/03/2020	3780.60	17/04/2020	1155.9
		18/10/2019	0.00	18/11/2019	1915.40	18/12/2019	3849.20	18/01/2020	1700.70	18/02/2020	4429.90	18/03/2020	3155.50	18/04/2020	2845.7
		19/10/2019	0.00	19/11/2019	2011.30	19/12/2019	3984.50	19/01/2020	1494.50	19/02/2020	4406.60	19/03/2020	4178.00	19/04/2020	2541
		20/10/2019	0.00	20/11/2019	2000.80	20/12/2019	3737.30	20/01/2020	2179.40	20/02/2020	4388.20	20/03/2020	3745.40	20/04/2020	2333.2
		21/10/2019	0.00	21/11/2019	1174.40	21/12/2019	3100.80	21/01/2020	3112.60	21/02/2020	4380.00	21/03/2020	3022.60	21/04/2020	2475.8
		22/10/2019	0.00	22/11/2019	0.00	22/12/2019	2031.80	22/01/2020	3297.10	22/02/2020	4360.80	22/03/2020	4140.80	22/04/2020	2539.8
		23/10/2019	0.00	23/11/2019	0.00	23/12/2019	2214.60	23/01/2020	3723.10	23/02/2020	4395.50	23/03/2020	4772.50	23/04/2020	1823.9
		24/10/2019	0.00	24/11/2019	0.00	24/12/2019	2913.10	24/01/2020	2999.50	24/02/2020	4001.70	24/03/2020	4745.60	24/04/2020	1209.5
		25/10/2019	0.00	25/11/2019	1736.70	25/12/2019	3364.00	25/01/2020	2783.00	25/02/2020	3162.80	25/03/2020	4824.80	25/04/2020	769.49
		26/10/2019	0.00	26/11/2019	4192.40	26/12/2019	3025.10	26/01/2020	2817.20	26/02/2020	4258.40	26/03/2020	4741.60	26/04/2020	0
		27/10/2019	0.00	27/11/2019	4791.70	27/12/2019	3351.00	27/01/2020	3593.60	27/02/2020	4289.00	27/03/2020	4755.00	27/04/2020	0
		28/10/2019	0.00	28/11/2019	4673.10	28/12/2019	3311.20	28/01/2020	4261.10	28/02/2020	4329.90	28/03/2020	3979.10	28/04/2020	0
		29/10/2019	0.00	29/11/2019	4523.40	29/12/2019	2760.40	29/01/2020	4040.20	29/02/2020	4210.00	29/03/2020	1386.70	29/04/2020	0
		30/10/2019	0.00	30/11/2019	4401.80	30/12/2019	3605.60	30/01/2020	3250.40			30/03/2020	1505.70	30/04/2020	0
		31/10/2019	0.00			31/12/2019	3669.70	31/01/2020	3423.90			31/03/2020	3374.20		

**2019 - 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

Appendix C
Sampling Schedule

2019 Arthur Sampling Schedule

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					


OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


 Discharge Period **September 16 to April 30** - Weekly Effluent CBOD5, TSS, TP, TAN, TKN, Nitrate, Nitrite, E. Coli, Dissolved Oxygen, pH, Temperature.

 Every other week **WSER Weekly Effluent Sampling** - Weekly Effluent + BOD5, Alkalinity, pH @ 15 C, and Unionized Ammonia.

 Monthly Influent BOD5, TSS, TKN + Weekly Effluent / WSER Weekly Effluent

 Monthly Raw BOD5, TSS, TKN + Secondary Effluent (Pond) BOD5, CBOD5, TSS, TP, TKN, Ammonia, Nitrite, Nitrate, pH, Alk, DO

 Extra Raw - Sampled 1 week + 1 day from the last RAW sample taken

 **Monthly Sludge**

Notes: pH & Temperature of the Final Effluent shall be determined in the field at the time of sampling for TAN.

Biosolids Results Four (4) Months prior to haulage.

Rev.2 2019.10.07

2020 Arthur Sampling Schedule

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	







AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Discharge Period September 16 to April 30 - Weekly Effluent CBOD5, TSS, TP, TAN, TKN, Nitrate, Nitrite, E. Coli, Dissolved Oxygen, pH, Temperature.
	Every other week WSER Weekly Effluent Sampling - Weekly Effluent + BOD5, Alkalinity, pH @ 15 C, and Unionized Ammonia.
	Monthly Influent BOD5, TSS, TKN + Weekly Effluent / WSER Weekly Effluent
	Monthly Raw BOD5, TSS, TKN + Secondary Effluent (Pond) BOD5, CBOD5, TSS, TP, TKN, Ammonia, Nitrite, Nitrate, pH, Alk, DO
	Extra Raw - Sampled 1 week + 1 day from the last RAW sample taken
	Monthly Sludge

Notes: pH & Temperature of the Final Effluent shall be determined in the field at the time of sampling for TAN.
Biosolids Results Four (4) Months prior to haulage.

**2019 - 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

Appendix D

Golden Valley Farm
Lab Analysis Summary

Golden Valley Composite Samples (January 8th 2020 - June 4th, 2020)

Date	BOD ₅	TP	TSS	TAN	Iron (total)	Chloride	Sulphate	Sulphide	Oil & Grease - Total	Oil & Grease – Animal/Vegetable	Oil & Grease – Mineral/Synthetic
01/08/2020	258.00	9.68	147.00	25.70	-	-	-	-	-	-	-
01/14/2020	417.00	13.90	118.00	16.60	0.23	1600.00	340.00	-	-	-	-
01/15/2020	620.00	20.70	120.00	37.50	0.31	1800.00	280.00	-	-	-	-
01/22/2020	346.00	19.20	144.00	16.90	0.37	1500.00	330.00	0.57	14.00	10.00	4.00
01/23/2020	594.00	12.70	153.00	13.40	0.23	1300.00	390.00	0.21	6.00	4.00	4.00
01/30/2020	479.00	15.50	143.00	22.00	0.32	1200.00	270.00	4.80	18.00	15.00	4.00
01/31/2020	289.00	12.70	192.00	21.90	0.22	1200.00	260.00	7.00	17.00	8.00	11.00
Monthly Averages	429.00	14.91	145.29	22.00	0.28	1433.33	311.67	3.15	13.75	9.25	5.75
02/05/2020	474.00	18.00	162.00	14.30	0.36	1600.00	420.00	0.53	10.00	10.00	4.00
02/06/2020	415.00	16.30	134.00	17.50	0.28	1400.00	410.00	4.10	13.00	12.00	4.00
02/13/2020	470.00	15.00	91.00	15.70	0.21	1500.00	290.00	4.80	6.00	4.00	6.00
02/14/2020	398.00	12.90	143.00	33.80	0.16	1200.00	320.00	8.20	14.00	11.00	4.00
02/21/2020	468.00	15.80	151.00	17.20	0.30	1400.00	340.00	3.90	20.00	12.00	8.00
02/22/2020	348.00	12.60	136.00	15.20	0.17	1300.00	270.00	4.10	10.00	6.00	4.00
02/25/2020	545.00	18.90	126.00	19.30	0.47	2000.00	310.00	0.78	14.00	12.00	8.00
02/26/2020	942.00	27.80	231.00	17.70	0.53	1600.00	280.00	4.70	24.00	11.00	13.00
Monthly Averages	507.50	17.16	146.75	18.84	0.31	1500.00	330.00	3.89	13.88	9.75	6.38
03/06/2020	567.00	12.70	91.00	21.30	0.21	1400.00	250.00	4.80	8.00	8.00	4.00
03/07/2020	277.00	13.30	224.00	14.40	0.26	1500.00	210.00	2.30	6.00	4.00	5.00
03/11/2020	472.00	12.70	140.00	15.30	0.34	1200.00	300.00	4.00	12.00	9.00	8.00
03/20/2020	694.00	9.87	106.00	16.50	0.22	1200.00	250.00	11.00	13.00	4.00	13.00
Monthly Averages	502.50	12.14	140.25	16.88	0.26	1325.00	252.50	5.53	9.75	6.25	7.50
04/15/2020	372.00	13.20	150.00	13.00	0.28	1500.00	390.00	0.16	22.00	15.00	8.00
04/16/2020	270.00	5.36	83.00	13.60	0.13	1600.00	420.00	0.67	13.00	10.00	4.00
04/22/2020	268.00	3.76	105.00	7.80	0.16	1700.00	320.00	0.04	6.00	6.00	4.00
04/23/2020	225.00	2.37	178.00	8.70	0.13	1400.00	340.00	0.02	4.00	4.00	4.00
Monthly Averages	283.75	6.17	129.00	10.78	0.17	1550.00	367.50	0.22	11.25	8.75	5.00
05/01/2020	495.00	25.40	273.00	4.70	2.22	750.00	2200.00	0.19	51.00	41.00	10.00
05/02/2020	598.00	16.30	187.00	0.90	1.69	950.00	1400.00	0.02	19.00	16.00	4.00
05/05/2020	385.00	2.19	135.00	2.80	0.16	970.00	420.00	0.02	3.00	4.00	4.00
05/06/2020	500.00	1.26	84.00	6.50	0.13	730.00	310.00	0.02	2.00	4.00	4.00
05/20/2020	431.00	1.92	114.00	20.30	0.13	2200.00	380.00	0.02	13.00	13.00	4.00
05/27/2020	513.00	17.50	140.00	21.80	0.34	1700.00	380.00	5.20	14.00	10.00	4.00
Monthly Averages	487.00	10.76	155.50	9.50	0.78	1216.67	848.33	0.91	17.00	14.67	5.00
06/04/2020	644.00	16.80	260.00	24.20	0.46	1500.00	320.00	0.72	39.00	33.00	6.00

Wellington North Sewer Use By-law Limits - Schedule B and Schedule C

Substance	Schedule "B" Concentration Limit (mg/L)	Schedule "C" Extra Strength Surcharge Agreement Limits (mg/L)
Biochemical Oxygen Demand	300	1000
Total Suspended Solids	300	1200
Phosphorus (total)	10	15
Total Kjeldahl Nitrogen	n/a	75
Sulfide	1	n/a
Oil & Grease – Animal and Vegetable	150	450
Oil & Grease – Mineral and Synthetic	15	n/a

**2019 - 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

Appendix E

Calibration Records

Western Office
 2088 Jetstream Road
 London, Ontario
 N5V 3P6

Eastern Office
 1602 Old Wooler Road
 Wooler, Ontario
 K0K 3M0

AS FOUND CERTIFICATION
FORWARD FLOW DIRECTION
PASS
CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT Don Irvine
 Process Compliance Technician
 p 519-925-1938 x225
 c 519-321-9474
 e dirvine@ocwa.com

EQUIPMENT DETAIL

[MUT] MANUFACTURER Rosemount
MODEL 8712D
CONVERTER SERIAL NUMBER 0860216177

VER. BY - FM Paris Machuk

Quality Management Standards Information -
 Reference equipment and instrumentation used to
 conduct this verification test is found in our AC-
 QMS document at the time this test was

PLANT ID Arthur WPCP
METER ID Pond Effluent Flow
FIT ID n/a
CLIENT TAG OCWA# 122848
OTHER n/a
GPS COORDINATES N43 49 903 W080 32 948

VERIFICATION DATE September 21, 2018
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2019

PROGRAMMING PARAMETERS

DIAMETER (DN) mm 150
F.S. FLOW - MAG LPS 223.7
F.S. RANGE - O/P LPS 100.000
TUBE CAL. FACTOR 0895005708809005

FORWARD TOTALIZER INFORMATION

AS FOUND 1518017 **M3**
AS LEFT 1518041 **M3**
DIFFERENCE 24 **M3**

TEST CRITERIA

AS FOUND CERTIFICATION TEST Yes
FORWARD FLOW DIRECTION Yes
ALLOWABLE [%] ERROR 5

COMPONENTS TESTED

CONVERTER DISPLAY yes
mA OUTPUT yes
TOTALIZER yes
ACCURACY BASED ON [% o.r.] yes
ERROR DOCUMENTED IN THIS REPORT, BASED ON % o.r.

VERIFICATOR CAL. FACTOR 1000015010000000
 [16-digits]

FLOW TUBE SIMULATION

DISPLAY	0.00
MUT Reading	0.00
MUT % Error	n/a
mA OUTPUT	4.000
MUT Reading 4 mA	3.996
MUT % Error 20 mA	-0.10
TOTALIZER	
TEST Accumulation	
TIME	
CALC. Velocity	
% Error	

3	10	30	ft/s
3.00	10.00	30.00	ft/s
3.00	10.00	30.02	ft/s
0.00	0.00	0.07	%
5.600	9.333	20.000	mA
5.595	9.329	19.995	mA
-0.09	-0.05	-0.02	%
		30.00	ft/s
		2448.00	ft
		81.63	seconds
		29.99	ft/s
		-0.04	%

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	ROS	1
PROCESS METER	PM	11
ANALOG METER	AM	N/A
STOP WATCH	SW	Yes

*All values are for "As Found" values.

COMMENTS
RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	0.02	PASS
mA OUTPUT	-0.05	PASS
TOTALIZER	-0.04	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the
 specified tolerance as identified within this report.

AS FOUND CERTIFICATION
FORWARD FLOW DIRECTION
PASS
CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT Don Irvine
 Process Compliance Technician
 p 519-925-1938 x225
 c 519-321-9474
 e dirvine@ocwa.com

EQUIPMENT DETAIL

[MUT] MANUFACTURER Rosemount
MODEL 8712D
CONVERTER SERIAL NUMBER 080220959

PLANT ID Arthur WPCP
METER ID Plant Effluent Flow Meter
FIT ID n/a
CLIENT TAG OCWA# 205612
OTHER n/a
GPS COORDINATES N43 49 903 W080 32 948

VER. BY - FM Paris Machuk

Quality Management Standards Information -
 Reference equipment and instrumentation used to
 conduct this verification test is found in our AC-
 QMS document at the time this test was

VERIFICATION DATE September 21, 2018
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2019

PROGRAMMING PARAMETERS

DIAMETER (DN)	mm	150
F.S. FLOW - MAG	LPS	223.7
F.S. RANGE - O/P	LPS	100 000
TUBE CAL. FACTOR		0916605509025005

FORWARD TOTALIZER INFORMATION

AS FOUND	1148119	M3
AS LEFT	1148145	M3
DIFFERENCE	26	M3

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
FORWARD FLOW DIRECTION	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	yes
ACCURACY BASED ON [% o.r.]	yes
ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.	

VERIFICATOR CAL. FACTOR 1000015010000000
 [16-digits]

FLOW TUBE SIMULATION

DISPLAY	0.00
MUT Reading	0.00
MUT % Error	n/a
mA OUTPUT	4.000
MUT Reading	4.000
MUT % Error	0.00
TOTALIZER	
TEST Accumulation	
TIME	
CALC. Velocity	
% Error	

3	10	30	ft/s
3.00	10.00	30.00	ft/s
3.00	10.01	30.02	ft/s
0.00	0.10	0.07	%
5.600	9.333	20.000	mA
5.600	9.332	19.994	mA
0.00	-0.01	-0.03	%
		30.00	ft/s
		2992.00	ft
		99.46	seconds
		30.08	ft/s
		0.27	%

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	ROS	1
PROCESS METER	PM	11
ANALOG METER	AM	n/a
STOP WATCH	SW	Yes

*All values are for "As Found" values.

COMMENTS
RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	0.06	PASS
mA OUTPUT	-0.01	PASS
TOTALIZER	0.27	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.

AS FOUND CERTIFICATION
PASS
CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT Don Irvine
 Process Compliance Technician
 p 519-925-1938 x225
 c 519-321-9474
 e dirvine@ocwa.com

EQUIPMENT DETAIL

[MUT] MANUFACTURER Milltronics
MODEL OCM-III
CONVERTER SERIAL NUMBER PBD/W3100009

PLANT ID Arthur WPCP
METER ID Plant Effluent Flow
FIT ID n/a
CLIENT TAG n/a
OTHER n/a
GPS COORDINATES n/a

VER. BY - FM Paris Machuk

Quality Management Standards Information -
 Reference equipment and instrumentation used to
 conduct this verification test is found in our AC-
 QMS document at the time this test was

VERIFICATION DATE September 21, 2018
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2019

PROGRAMMING PARAMETERS

THROAT DIMENSION (DN)	inches	9
EMPTY DISTANCE	m	0.960
MAX. HEAD	m	0.334
DEAD ZONE	m	0.626
BLANKING DISTANCE	m	0.305
MAX. FLOW	LPS	100.0
F.S. RANGE - O/P	LPS	100.0

TOTALIZER

AS FOUND 2198488 **M3**
AS LEFT 2198524 **M3**
DIFFERENCE 36 **M3**

TEST CRITERIA

AS FOUND CERTIFICATION TEST Yes
ALLOWABLE [%] ERROR 5

COMPONENTS TESTED

CONVERTER DISPLAY yes
mA OUTPUT yes
TOTALIZER yes
ACCURACY BASED ON [% o.r.] no

Ultrasonic sensor installed to ensure full scale flow condition

ERROR DOCUMENTED IN THIS REPORT, BASED ON % F.S.

AS FOUND TEST RESULTS

			0.0	15.8	29.4	45.6	84.9	% F.S. Range
			0.000	0.100	0.150	0.200	0.300	m
REF. FLOW RATE			0.000	15.801	29.383	45.630	84.854	LPS
MUT [Reading]			0.000	15.610	29.520	45.290	85.040	LPS
MUT [Difference]			0.000	-0.191	0.137	-0.340	0.186	LPS
MUT [% Error]			n/a	-0.19	0.14	-0.34	0.19	%
mA OUTPUT			4.000	6.528	8.701	11.301	17.576	mA
MUT [Reading]			4.008	6.505	8.732	11.253	17.617	mA
MUT [Difference]			0.008	-0.023	0.031	-0.048	0.041	mA
MUT [% Error]			0.04	-0.12	0.15	-0.24	0.20	%
TOTALIZER - REF. FLOW RATE								84.854 LPS
TOTALIZER [MUT]								16 M3
TEST TIME								187.60 SECONDS
CALC. TOTALIZER								15.919 M3
ERROR								0.51 %

COMMENTS
QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] LEVEL	Sim. BOARD	n/a
PROCESS METER	PM	11
STOP WATCH	SW	n/a

RESULTS

TEST	AVG %FS	PASS FAIL
DISPLAY	-0.05	PASS
mA OUTPUT	0.01	PASS
TOTALIZER	0.51	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.

CERTIFICATION RESULTS

AS FOUND	PASS
AS LEFT	PASS

CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT Don Irvine
 Process Compliance Technician
 p 519-925-1938 x225
 c 519-321-9474
 e dirvine@ocwa.com

EQUIPMENT DETAIL

[MUT] MANUFACTURER Milltronics
MODEL MultiRanger 200
CONVERTER SERIAL NUMBER PBD/U9180052

PLANT ID Arthur WPCP
METER ID River Gauge Level
FIT ID n/a
CLIENT TAG OCWA# n/a
OTHER n/a
GPS COORDINATES N43 49 903 W080 32 948

VER. BY - FM Paris Machuk

Quality Management Standards Information -
 Reference equipment and instrumentation used to
 conduct this verification test is found in our AC-
 QMS document at the time this test was

VERIFICATION DATE September 21, 2018
CAL. FREQUENCY Annual
CAL. DUE DATE September, 2019

[MUT] PROGRAMMING PARAMETERS

P001= 1 Operation Mode (1=Level)
P002= 1 (1=Liquid or Horizontal)
P003= 3 Process Speed (3=Fast)
P004= 112 Transducer Type (112=XRS-5)
P005= 2 Units (2=cm)
P006= 200 66 Empty Distance (Value in cm)
P007= 167 66 Span (Value in cm)
P065= 500 Reading Ovende Value (Value in cm)
P212= 4 mA Output Min Limit (Value)

REFERENCE DEVICE Board Level

Condition of PASS/FAIL
 of Individual Test Results; Y
 or of Average Results; N

LEVEL COMPARISON

Reference Level (cm)	MUT Displayed Level (cm)	% ERROR
0	-0.17	n/a
10	10.12	1.200
30	29.85	-0.500
70	69.91	-0.129
100	99.88	-0.120
155	154.98	-0.013
Average		0.09

Note: This report validates the performance of the MUT only. This does not validate the setup based on process - no information available has been provided.

Note: this is also using Flowmetrix's transducer for this level test as there is not a way to provide a test like this at the location of the transducer - this only validates that the MultiRanger 200 is working as expected.

COMMENTS

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] METER	KROHNE-LAB	n/a
[REFERENCE] METER	ELSTER-LAB	n/a
[REFERENCE] METER	FLOW-LAB1	n/a
[REFERENCE] METER	Coulter	n/a
PROCESS METER	PM	n/a

Accuracy Requirements: High Flow 98.5-101.5% Medium Flow 98.5-101.5% Low Flow/Cross Over 95-101.5%

This report reflects the comparison test results at a constant test flow rate. This report reflects the "AS FOUND" and "AS LEFT" results based on the test results observed.

AS FOUND CERTIFICATION
FORWARD FLOW DIRECTION
PASS
CLIENT DETAIL

CUSTOMER OCWA - West Highlands Hub
CONTACT Don Irvine
 Process Compliance Technician
 p 519-925-1938 x225
 c 519-321-9474
 e dirvine@ocwa.com

[MUT] MANUFACTURER
MODEL
CONVERTER S/N:
FUSE

EQUIPMENT DETAIL

ENDRESS & HAUSER
 Promag 53W
 M4053919000

PLANT ID Arthur WPCP
METER ID RAS West Flow
FIT ID n/a
CLIENT TAG OCWA# not assigned
OTHER n/a
GPS COORDINATES N43 49 903 W080 32 948

VER. BY - FM *Pans Machuk*

Quality Management Standards Information -
 Reference equipment and instrumentation used to
 conduct this verification test is found in our AC-
 QMS document at the time this test was

VERIFICATION DATE September 21 2018
CAL. FREQUENCY Annual
CAL. DUE DATE September 2019

PROGRAMMING PARAMETERS

DIAMETER (DN)	mm	100
F.S. FLOW - MAG	LPS	78.538
F.S. RANGE - O/P	LPS	20.000
TUBE k-FACTOR		1.3323
TUBE zero		4

FORWARD TOTALIZER INFORMATION

AS FOUND	81135.57	M3
AS LEFT	81150.62	M3
DIFFERENCE	15.05	M3

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
FORWARD FLOW DIRECTION	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	yes
ACCURACY BASED ON [% o.r.]	yes

ERROR DOCUMENTED IN THIS REPORT, BASED ON % o.r.

FLOW TUBE SIMULATION

			0.0	5.0	10.0	15.0	20.0	LPS
			0.0	6.4	12.7	19.1	25.5	% F.S. Flow
			0.0	25.0	50.0	75.0	100.0	% F.S. Range
REF. FLOW RATE			0.0000	5.0000	10.0000	15.0000	20.0000	LPS
MUT [Reading]			0.0057	5.0086	10.0040	15.0220	20.0150	LPS
MUT [Difference]			0.0057	0.0086	0.0040	0.0220	0.0150	LPS
MUT [% Error]			n/a	0.17	0.04	0.15	0.08	% O.R.
mA OUTPUT			4.000	8.000	12.000	16.000	20.000	mA
MUT [Reading]		min. 4 mA	4.002	8.003	12.009	16.009	20.014	mA
MUT [Difference]		max. 20 mA	0.002	0.003	0.009	0.009	0.014	mA
MUT [% Error]			0.05	0.04	0.08	0.06	0.07	% O.R.
TOTALIZER - REF. FLOW RATE							20.000	LPS
TOTALIZER [MUT]							81	M3
TEST TIME							403.61	SECONDS
CALC. TOTALIZER							8.072	M3
ERROR							0.34	%

COMMENTS

Note: tube and parameters programmed match.

QUALITY MANAGEMENT STANDARDS INFO.

QMS INFORMATION	IDENT	ID #
[REFERENCE] FTS	E&H (FC)	1
PROCESS METER	PM	11
ANALOG METER	AM	n/a
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	0.11	PASS
mA OUTPUT	0.06	PASS
TOTALIZER - R	0.34	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.

AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL		EQUIPMENT DETAIL	
CUSTOMER	OCWA - West Highlands Hub	[MUT] MANUFACTURER	ENDRESS & HAUSER
CONTACT	Don Irvine Process Compliance Technician p 519-925-1938 x225 c 519-321-9474 e dirvine@ocwa.com	MODEL	Promag 53W
		CONVERTER S/N:	M4053819000
		FUSE	
		PLANT ID	Arthur WPCP
		METER ID	RAS East Flow
		FIT ID	n/a
		CLIENT TAG	OCWA# not assigned
		OTHER	n/a
		GPS COORDINATES	N43 49 903 W080 32 948
VER. BY - FM	Paris Machuk	VERIFICATION DATE	September 21 2018
Quality Management Standards Information - Reference equipment and instrumentation used to conduct this verification test is found in our AC- QMS document at the time this test was		CAL. FREQUENCY	Annual
		CAL. DUE DATE	September, 2019

PROGRAMMING PARAMETERS			FORWARD TOTALIZER INFORMATION		
DIAMETER (DN)	mm	100	AS FOUND	119004 3	M3
F.S. FLOW - MAG	LPS	78.538	AS LEFT	119013 6	M3
F.S. RANGE - O/P	LPS	20 000	DIFFERENCE	9 3	M3
TUBE k-FACTOR		1 3156	TEST CRITERIA		
TUBE zero		4	AS FOUND CERTIFICATION TEST	Yes	
			FORWARD FLOW DIRECTION	Yes	
			ALLOWABLE [%] ERROR	5	
			COMPONENTS TESTED		
			CONVERTER DISPLAY	yes	
			mA OUTPUT	yes	
			TOTALIZER	yes	
			ACCURACY BASED ON [% o.r.]	yes	
			ERROR DOCUMENTED IN THIS REPORT, BASED ON % o.r.		

FLOW TUBE SIMULATION							
		0.0	5.0	10.0	15.0	20.0	LPS
		0.0	6.4	12.7	19.1	25.5	% F.S. Flow
		0.0	25.0	50.0	75.0	100.0	% F.S. Range
REF. FLOW RATE		0.000	5.000	10.000	15.000	20.000	LPS
MUT [Reading]		0.000	5.004	10.003	15.003	19.999	LPS
MUT [Difference]		0.000	0.004	0.003	0.003	-0.001	LPS
MUT [% Error]		n/a	0.07	0.03	0.02	-0.01	% O.R
mA OUTPUT		4.000	8.000	12.000	16.000	20.000	mA
MUT [Reading]		min. 4 mA	3.999	7.998	12.002	15.999	mA
MUT [Difference]		max. 20 mA	-0.001	-0.002	0.002	-0.001	mA
MUT [% Error]			-0.02	-0.02	0.02	-0.01	% O.R
TOTALIZER - REF. FLOW RATE						20.000	LPS
TOTALIZER [MUT]						6	M3
TEST TIME						299.97	SECONDS
CALC. TOTALIZER						5.999	M3
ERROR						0.01	%

COMMENTS			QUALITY MANAGEMENT STANDARDS INFO.			RESULTS		
Note: tube and parameters programmed match.			[QMS] INFORMATION	IDENT	ID #	TEST	AVG % o.r.	PASS FAIL
			[REFERENCE] FTS	E&H (FC)	1			
			PROCESS METER	PM	11			
			ANALOG METER	AM	n/a			
			STOP WATCH	SW	Yes			
						DISPLAY	0.03	PASS
						mA OUTPUT	-0.01	PASS
						TOTALIZER - R	0.01	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.

**2019 - 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

Appendix F

Sludge Quality Analysis Summary

**ARTHUR WASTEWATER TREATMENT PLANT
SLUDGE QUALITY DATA**

081

2019 - 2020

Month/Year		May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	AVERAGE
Nutrients														
TS	(mg/L)	34700	20200	26400	21000	28800	31500	32000	28900	32800	38200	35100	36500	30508
Ammonia+Ammonium	(mg/L)	189.0	204.0	365	481	378	21.9	131.0	74.1	114.0	106.0	143.0	239	203.8
Nitrate	(mg/L)	0.30	0.30	0.30	0.30	0.50	0.3	0.30	0.3	0.3	0.30	0.30	0.30	0.32
Ammonia + Nitrate	(mg/L)				481.3									481.3
TKN	(mg/L)	2490	1370	1180	1010	1770	1340	1840	1650	2140	2280	2320	2640	1836
Phosphorus	(mg/L)	1200	660	930	640	1400	1600	1600	1000	240	1300	1200	1300	1089

Metal Concentrations

Arsenic	(mg/L)	0.10	0.10	0.10	0.10	0.10	0.20	0.20	0.10	0.20	0.10	0.20	0.10	0.13
Cadmium	(mg/L)	0.016	0.007	0.010	0.007	0.013	0.016	0.013	0.010	0.018	0.011	0.013	0.014	0.01
Cobalt	(mg/L)	0.06	0.03	0.04	0.02	0.030	0.06	0.06	0.05	0.08	0.06	0.06	0.07	0.05
Chromium	(mg/L)	2.10	0.48	0.80	0.44	1.10	1.20	1.50	1.10	2.10	1.50	1.80	2.50	1.39
Copper	(mg/L)	24.00	14.00	19.00	14.00	29.00	32.00	27.00	19.00	31.00	23.00	24.00	24.00	23.33
Mercury	(mg/L)	0.004	0.007	0.005	0.003	0.0080	0.0120	0.009	0.006	0.006	0.0050	0.0080	0.005	0.007
Potassium	(mg/L)	150	130.0	140.0	110.0	160.0	180.0	170.0	130.0	240.0	170.0	180.0	160.0	160
Molybdenum	(mg/L)	0.25	0.08	0.15	0.12	0.26	0.24	0.26	0.21	0.29	0.21	0.24	0.26	0.21
Nickel	(mg/L)	1.10	0.30	0.44	0.26	0.57	0.67	0.81	0.60	1.10	0.80	0.96	1.20	0.73
Lead	(mg/L)	0.20	0.20	0.20	0.10	0.30	0.30	0.30	0.20	0.30	0.20	0.20	0.30	0.23
Selenium	(mg/L)	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Zinc	(mg/L)	14.00	8.50	12.00	7.60	16.00	19.00	16.00	11.00	16.00	13.00	12.00	15.00	13.34

Bacti

E. coli (cfu/1g dried wgt)	164,265	282,178	17,446	47,619	1,736	317	196,875	131,488	365,854	86,387	111,111	1,479,452	240,394
E. coli (cfu/100mL)	570,000	570,000	46,000	100,000	5,000	1,000	630,000	380,000	1,200,000	330,000	390,000	5,400,000	801,833

Metal/Solids Concentration

Arsenic [170]	(mg/kg)	3	5	4	5	3	6	6	3	6	3	6	3	4
Cadmium [34]	(mg/kg)	0	0	0	0	0	1	0	0	1	0	0	0	0
Cobalt [340]	(mg/kg)	2	1	2	1	1	2	2	2	2	2	2	2	2
Chromium [2800]	(mg/kg)	61	24	30	21	38	38	47	38	64	39	51	68	43
Copper [1700]	(mg/kg)	692	693	720	667	1007	1016	844	657	945	602	684	658	765
Mercury [11]	(mg/kg)	0	0	0	0	0	0	0	0	0	0	0	0	0
Molybdenum [94]	(mg/kg)	7	4	6	6	9	8	8	7	9	5	7	7	7
Nickel [420]	(mg/kg)	32	15	17	12	20	21	25	21	34	21	27	33	23
Lead [1100]	(mg/kg)	6	10	8	5	10	10	9	7	9	5	6	8	8
Selenium [34]	(mg/kg)	3	5	4	5	3	3	3	3	3	3	3	3	3
Zinc [4200]	(mg/kg)	403	421	455	362	556	603	500	381	488	340	342	411	438

**2019 - 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

Appendix G

Community Complaints

Ontario Clean Water Agency Community Complaints

Facility ID: 5767

Facility Name: Arthur Wastewater Treatment Plant, Lagoon & Collection System

Address: P.O. Box 749

City: Arthur

Province: Ontario

Postal Code: N0G 1A0

Name of Person who filed Complaint: _____

Address: _____

Phone: _____

NOTE: If there were multiple complaints, provide the name of the person who filed the initial complaint and note the number and details in the "Description" field below

Date of Complaint: 27/07/2018

Time of Complaint: 03:41:27 PM

Nature of Complaint

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Water Supply Taste/Colour | <input type="checkbox"/> Water Pressure/No Water |
| <input type="checkbox"/> Visual | <input type="checkbox"/> Service Problem | <input type="checkbox"/> Basement Flooding |
| <input type="checkbox"/> Odour | <input type="checkbox"/> Sludge Related | |
- Other: _____

Description:

Operator advised PCT through P&C Report that Barry T (water Supervisor for Wellington North), had received a complaint regarding the noise from the air stack in the aeration cells. The current blowers are too big and have been turned down as much as they can be to eliminate too much DO in the aeration cells. The plant has just passed the 95% design review and will be replacing the blowers in the very near future

Action taken in response:

Operator as purchased a muffler from a local farm store to place on the top of the stack. The noise has almost completely dissappeared at this point. The operator will monitor the noise and replace the muffler if required.

Was the source of the problem identified?: ☒ Yes ☐ No

Was the source an OCWA facility/activity?: ☒ Yes ☐ No If "Yes", describe:

Arthur WWTP aeration cell blow off stack

If any remedial action is required, complete action plan form

Updated By: Donald Irvine 24/08/2018 03:53:38 PM

Investigating Operator:

Comments:

**2019 - 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

Appendix H

Overflow Report

Ontario Clean Water Agency Environmental Incident Report

Facility ID:	<u>5767</u>	EIncidentReport
Facility Name:	<u>Arthur Wastewater Treatment Plant, Lagoon & Collection System</u>	
Address:	<u>P.O. Box 749</u>	
City:	<u>Arthur</u>	
Province:	<u>Ontario</u>	
Postal Code:	<u>N1M 2W7</u>	
Date of Occurrence:	<u>13/01/2020</u>	
Time of Occurrence:	<u>12:24:16 PM</u>	

Nature of the Incident

☒ Level 1 Contingency
 ☐ Level 2 Contingency
 ☐ Level 3 Contingency
 [Click here To Show the Definitions](#)

Incident affected: ☐ Air ☒ Water ☐ Land ☐ Nothing

What was discharged or emitted?

- | | |
|--|--|
| <input type="checkbox"/> Chlorine | <input type="checkbox"/> Oil/Diesel/Gas |
| <input type="checkbox"/> Sodium Hypochlorite | <input checked="" type="checkbox"/> Untreated or partly treated sewage |
| <input type="checkbox"/> Calcium Chloride | <input type="checkbox"/> Odours |
| <input type="checkbox"/> Aluminum Compounds (Specify in Other) | <input type="checkbox"/> Water |
| <input type="checkbox"/> Arsenic | <input type="checkbox"/> Iron Coagulants |
| <input type="checkbox"/> Fluoride | |

Other: _____

If this was a discharge, spill or emission...

If a liquid, approximately what quantity was released?: 783000 Litres

If a gas, approximately what quantity was released?: _____

If a solid, approximately what quantity was released?: _____ Kg

What was the source of release?:

Overflow at the Fredrick Street Pump Station due to excessive rainfall

Where did the release go?:

Conestogo River

If it entered a watercourse: ☒ Yes ☐ No

If it went off site: ☒ Yes ☐ No

Duration of the release?: 15 hours

Is the release now stopped?: ☒ Yes ☐ No

Was there any damage? (i.e. property and/or environmental): ☐ Yes ☒ No ☐ N/A

If "Yes", describe below and fill out "Insurance Claim" report

Action(s) Taken

What actions were taken to control the incident?

Close monitoring of the overflow event and alarms, use of chlorination pucks, VAC truck utilized to assist with surcharge to the sanitary sewer, sampling as per the requirements of the ECA.

What actions have been taken to remediate the incident?

A local VAC truck was brought in to assist with the surcharge of the sanitary sewer.

Was this a reportable spill or discharge?: ☒ Yes ☐ No

If "Yes", at what time was it first reported to the MOE?

Saturday January 11, 2020

Was it reported to the MOE district office?: ☒ Yes ☐ No

If "Yes", which office/location and who was the contact?: Rick Neubrand

Was it reported to MOE SAC?: ☒ Yes ☐ No

If "Yes", at what time was it reported to MOE SAC?:

Saturday January 11, 2020 @ 1:30PM

Was it reported to Municipality?: ☒ Yes ☐ No

If "Yes", at what time was it reported to Municipality?:

Saturday January 11, 2020

External Assistance/Involvement

Was corporate or area office assistance requested?: ☐ Yes ☒ No

If "Yes", was it received?: ☐ Yes ☐ No

Was external emergency assistance requested?: ☐ Yes ☒ No

If "Yes", from who?: ☐ Fire Department ☐ Equipment Suppliers ☐ Canutec
☐ Ambulance or Hospital ☐ MOE ☐ Coast Guard
☐ Police ☐ Municipality

Other: _____

Was there any media involvement?: ☐ Yes ☒ No

If "Yes", who?: _____

Was the public affected?: ☐ Yes ☒ No

If "Yes", how?: _____

Updated By: David Jorge 14/01/2020 11:26:36 AM

Comments:

Ontario Clean Water Agency Environmental Incident Report

Facility ID:	<u>5767</u>	EIncidentReport
Facility Name:	<u>Arthur Wastewater Treatment Plant, Lagoon & Collection System</u>	
Address:	<u>P.O. Box 749</u>	
City:	<u>Arthur</u>	
Province:	<u>Ontario</u>	
Postal Code:	<u>N1M 2W7</u>	
Date of Occurrence:	<u>12/03/2020</u>	
Time of Occurrence:	<u>10:58:37 AM</u>	

Nature of the Incident

☒ Level 1 Contingency
 ☐ Level 2 Contingency
 ☐ Level 3 Contingency
 [Click here To Show the Definitions](#)

Incident affected: ☐ Air ☒ Water ☐ Land ☐ Nothing

What was discharged or emitted?

- | | |
|--|--|
| <input type="checkbox"/> Chlorine | <input type="checkbox"/> Oil/Diesel/Gas |
| <input type="checkbox"/> Sodium Hypochlorite | <input checked="" type="checkbox"/> Untreated or partly treated sewage |
| <input type="checkbox"/> Calcium Chloride | <input type="checkbox"/> Odours |
| <input type="checkbox"/> Aluminum Compounds (Specify in Other) | <input type="checkbox"/> Water |
| <input type="checkbox"/> Arsenic | <input type="checkbox"/> Iron Coagulants |
| <input type="checkbox"/> Fluoride | |

Other: _____

If this was a discharge, spill or emission...

If a liquid, approximately what quantity was released?: 313200 Litres

If a gas, approximately what quantity was released?: _____

If a solid, approximately what quantity was released?: _____ Kg

What was the source of release?:

Due to heavy precipitation and snow melt, the Fredrick Street Pump Station was overflowing

Where did the release go?:

To the adjacent flood plain, and then the Conestogo River

If it entered a watercourse: ☒ Yes ☐ No

If it went off site: ☐ Yes ☒ No

Duration of the release?: 6 hours

Is the release now stopped?: ☒ Yes ☐ No

Was there any damage? (i.e. property and/or environmental): ☐ Yes ☒ No ☐ N/A

If "Yes", describe below and fill out "Insurance Claim" report

Action(s) Taken

What actions were taken to control the incident?

Appropriate parties were contacted, chlorination pucks were utilized, overflow was closely monitored by the Operator, and the overflow was sampled by the Operator as required by the ECA.

What actions have been taken to remediate the incident?

Incident was resolved when weather improved.

Was this a reportable spill or discharge?: ☒ Yes ☐ No

If "Yes", at what time was it first reported to the MOE?

March 10, 2020 @ 1200hrs via email

Was it reported to the MOE district office?: ☒ Yes ☐ No

If "Yes", which office/location and who was the contact?: Rick Neubrand

Was it reported to MOE SAC?: ☒ Yes ☐ No

If "Yes", at what time was it reported to MOE SAC?:

March 10, 2020 @ 1121hrs

Was it reported to Municipality?: ☒ Yes ☐ No

If "Yes", at what time was it reported to Municipality?:

March 10, 2020 @ 1120hrs

External Assistance/Involvement

Was corporate or area office assistance requested?: ☐ Yes ☒ No

If "Yes", was it received?: ☐ Yes ☐ No

Was external emergency assistance requested?: ☐ Yes ☒ No

If "Yes", from who?: ☐ Fire Department ☐ Equipment Suppliers ☐ Canutec
☐ Ambulance or Hospital ☐ MOE ☐ Coast Guard
☐ Police ☐ Municipality

Other: _____

Was there any media involvement?: ☐ Yes ☒ No

If "Yes", who?: _____

Was the public affected?: ☐ Yes ☒ No

If "Yes", how?: _____

Updated By: David Jorge 02/04/2020 01:04:23 PM

Comments:

**2019 - 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

Appendix I

Daily Streamflow Measurements

**Ontario Clean Water Agency
Time Series Info Report**

Report extracted 07/27/2020 15:20

From: 01/05/2019 to 30/04/2020

Facility Org Number:	5767
Facility Works Number:	110000882
Facility Name:	ARTHUR WASTEWATER TREATMENT PLANT
Facility Owner:	Municipality: Township of Wellington North
Facility Classification:	Class 3 Wastewater Treatment
Receiver:	Conestoga River
Service Population:	2500.0
Total Design Capacity:	1465.0 m3/day

[illegible]

**2019 - 2020 Annual Performance Report
Arthur Wastewater Treatment Plant
ECA 7654-BEMKVD**

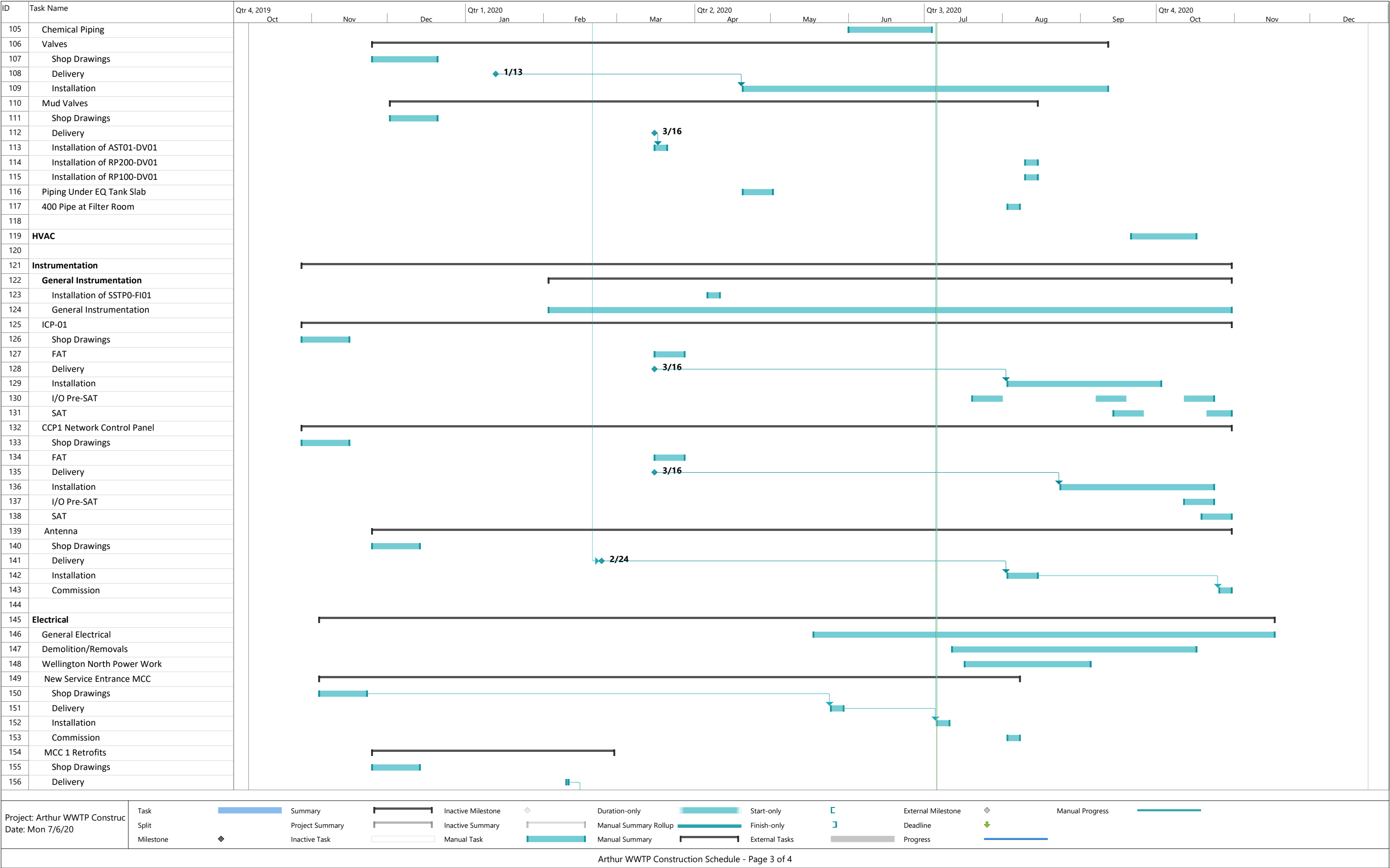
Appendix J

Construction Schedule

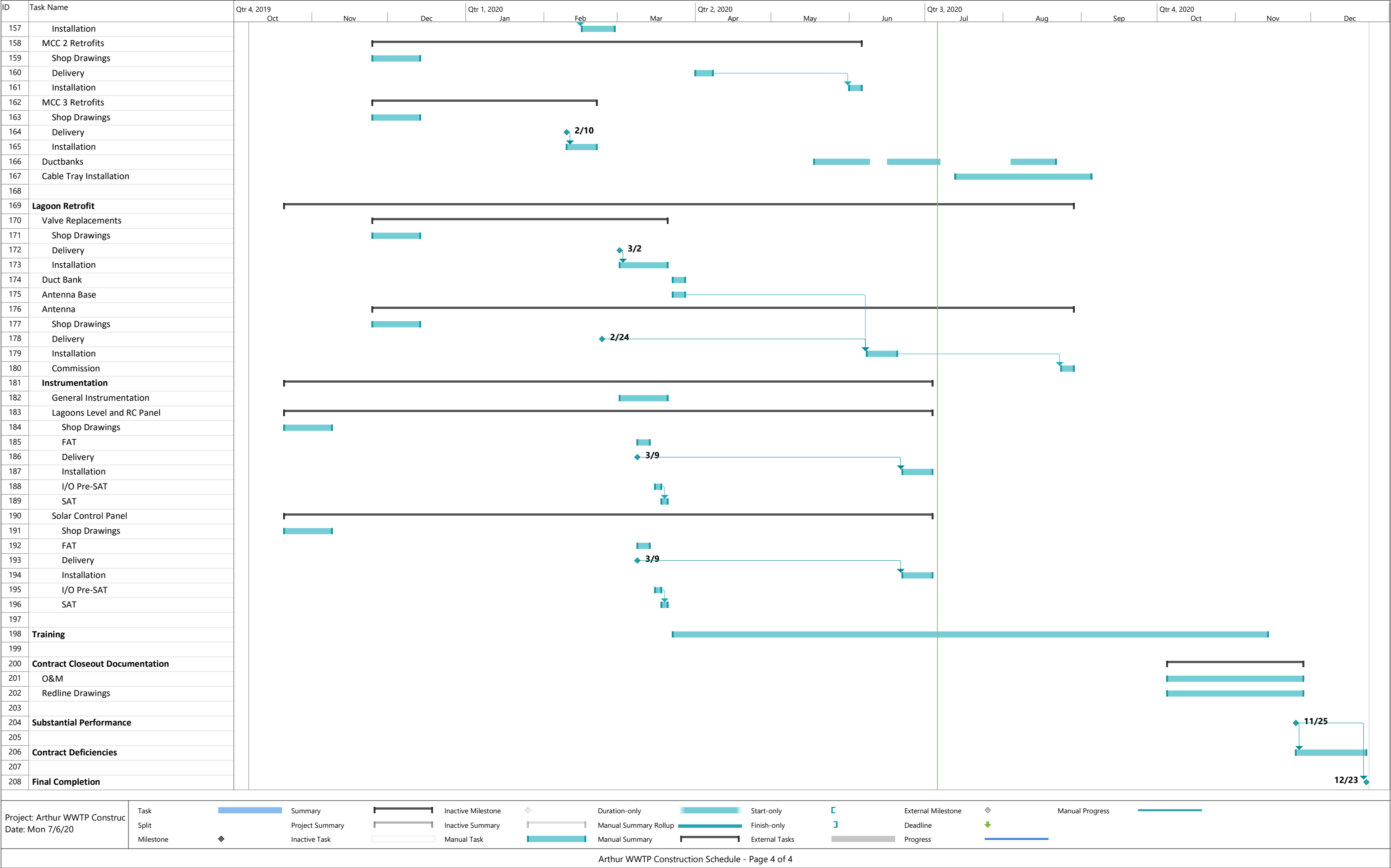


Arthur WWTP Construction Schedule - Page 1 of 4





Arthur WWTP Construction Schedule - Page 3 of 4



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – AUGUST 24, 2020 AT 7:00 P.M.
CLOSED SESSION TO FOLLOW OPEN SESSION**

VIA WEB CONFERENCING <https://www.youtube.com/watch?v=MKey1k8bh9Q&feature=youtu.be>

Members Present:

Mayor:
Councillors:

Andrew Lennox
Sherry Burke
Lisa Hern
Steve McCabe

Member Absent:

Dan Yake

Staff Present:

Chief Administrative Officer:	Michael Givens
Director of Legislative Services/Clerk:	Karren Wallace
Deputy Clerk:	Catherine Conrad
Director of Finance:	Adam McNabb
Economic Development Officer:	Dale Small
Chief Building Official:	Darren Jones
Director of Operations:	Matthew Aston
Community Recreation Coordinator:	Mandy Jones
Recreation Services Manager:	Tom Bowden
Director of Fire Services:	Chris Harrow
Fire Prevention Officer:	Marco Guidotti

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2020-251

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Agenda for the August 24, 2020 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, August 10, 2020

2. Public Meeting, August 10, 2020

RESOLUTION: 2020-252

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on August 10, 2020 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings.

DEPUTATIONS

1. Sameer Mohyyudin

- Request to waive water and sewage fees for 125 Berkshire Drive, Arthur for the period February 25, 2019 to July 31, 2020

Mr. Mohyyudin appeared via video conferencing to request that Council waive water and sewer fees for the month of March 2020 to July 31, 2020 as his tenants left on February 25 and due to Covid 19 he was unable to find another tenant; making it financially difficult for him to pay the bill.

Council did not grant Mr. Mohiuddin's request; stating that the majority of the water and sewer charges are related to the infrastructure and continues whether the water moves through the pipes to his house or not. The services were not disconnected during that time and continued to be available. Council suggested that payment plan options could be set up.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

3a, 4a, 6b, 7a

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2020-253

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT all items listed under Items For Consideration on the August 24, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce Meeting held on July 14, 2020 and the July 2020 Financials.

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated August 12, 2020 from Triton Engineering Services Limited regarding Maple Ridge Subdivision;

AND FURTHER THAT Preliminary Acceptance be granted for Stage I and II municipal services for the Maple Ridge Subdivision, with the guarantee and maintenance period commencing as of July 31, 2020.

AND FURTHER THAT the current securities be reduced to \$445,000.00, reflecting 100% of the remaining works and 20% of the completed works as per the Subdivision Agreement, subject to confirmation that all outstanding accounts with respect to the development have been paid in full and that the Developer is not in default of its obligations pursuant to its agreement(s) with the municipality.

THAT Council of the Corporation of the Township of Wellington North receive the Report EDO 2020-019 Community Improvement Program;

AND FURTHER THAT Council approve grants as follows:

- \$ 975.00 Façade Improvement Grant for new signage at 183 George Street in Arthur, home of The Lost Tattoo.
- \$1,148.00 Façade Improvement Grant for new signage at 360 Main Street North in Mount Forest, home of Wrap Stars

THAT Council of the Corporation of Township of Wellington North receive correspondence dated August 24, 2020 from the Mount Forest Business Improvement Association (BIA);

AND FURTHER THAT Council supports in principle the display of gold bikes in downtown Mount Forest to support childhood cancer awareness for the month of September 2020.

THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated August 17, 2020.

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-14 being a report on the Federal / Provincial Safe Restart Agreement for information.

FURTHER THAT the Council of the Corporation of the Township of Wellington North endorse the staff recommendation to deposit funds, once received, into the Tax Rate Stabilization Reserve account until full-year of COVID-19 related costs and pressures have been realized.

THAT the Council of the Corporation of the Township of Wellington North receive Report DFC 2020-003 Establishing and Regulating Fire Service By-law;

AND FURTHER THAT the Council of the Township of Wellington North approve the updated Establishing and Regulating By-Law for the Wellington North Fire Services.

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

AND FURTHER THAT By-law 034-018 be repealed.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2020-254

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-09 being the Building Permit Review for the period ending July 31, 2020.

CARRIED

RESOLUTION: 2020-255

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of the Corporation of Township of Wellington North receive for information Report EDO 2020-018 being a report on the Owen Sound to Guelph Voyago inter-community Bus Service

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the licensing agreements with the City of Owen Sound allowing the bus service to utilize Municipal Parking Lots in Arthur & Mount Forest as pick-up and drop-off points.

CARRIED

RESOLUTION: 2020-256

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DFC 2020-004 being a report on the Simplified Risk Assessment.

CARRIED

RESOLUTION: 2020-257

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive for information the Wellington North Power Inc., Quarterly Newsletter – Quarter 2: April 1st to June 30th, 2020.

CARRIED

NOTICE OF MOTION

No notice of motion was tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Hern (Ward 3):

- Mount Forest Chamber of Commerce has hired Stacey Stevenson as their new administrator.

Councillor McCabe (Ward 4):

- The Shop Local street sale held on Saturday; August 22 in Mount Forest was incredible. Thanks to the BIA, Chamber of Commerce and EDO Dale Small. He is looking forward to the August 29 event to be held in Arthur.

Mayor Lennox:

- The Shop Local events have been well attended. Many people have commented that they are social events.
- The Arthur Agricultural Society is considering holding a parade on the weekend that the fall fair would normally be held and asked if Council would participate. He will verify the status of the orders regarding Covid related to parades.

BY-LAWS

- a. By-law Number 069-20 being a by-law to establish and regulate a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances and to repeal By-law Number 037-18
- b. By-law Number 070-20 being a by-law to authorize the execution of a Licensing Agreement between The Corporation of the Township of Wellington North and the City of Owen Sound (bus stops 140 Elgin Street, Mount Forest and 156 George Street, Arthur)
- c. By-law Number 071-20 being a by-law to authorize the execution of the Winter Maintenance Agreement between Integrated Maintenance and Operations Service Inc. operating under the name of "Owen Sound Highway Maintenance Limited" (IMOS) and the Corporation of the Township of Wellington North

RESOLUTION: 2020-258

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 069-20, 070-20 and 071-20 be read a First, Second and Third time and enacted.

CARRIED

CLOSED MEETING SESSION

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

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

RESOLUTION: 2020-259

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 7:41 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

1. REPORTS

- RPL 2020-014 being a report on negotiations by the municipality with a local board

2. REVIEW OF CLOSED SESSION MINUTES

- June 22, 2020
- June 29, 2020

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2020-260

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 8:24 p.m.

CARRIED

RESOLUTION: 2020-261

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report RPL 2020-014 being a report on negotiations by the municipality with a local board.

CARRIED

RESOLUTION: 2020-262

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the June 22, 2020 and June 29, 2020 Council Meetings.

CARRIED

CONFIRMING BY-LAW NUMBER 072-20

RESOLUTION: 2020-263

Moved: Councillor Hern

Seconded: Councillor Burke

THAT By-law Number 072-20 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 August 24, 2020 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2020-264

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Regular Council meeting of August 24, 2020 be adjourned at 8:25 p.m.

CARRIED

CLERK

MAYOR

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA
TUESDAY, SEPTEMBER 1, 2020 @ 8:30 A.M.
VIA WEB CONFERENCING**

Committee Members Present:

- Steve McCabe, Councillor, Chair
- Brian Milne, Deputy Mayor, Township of Southgate

Committee Members Absent:

- Dan Yake, Councillor

Deputation:

- Sheryl Spencer

Staff Members Present:

- Mike Givens, CAO
- Matthew Aston, Director of Operations
- Tom Bowden, Recreation Services Manager
- Mandy Jones, Community Recreation Coordinator
- Tasha Grafos, Administrative Support

SUBJECT
Calling to Order
Chair McCabe called meeting to order at 8:30 a.m.
Adoption of Agenda
RESOLUTION RPL 2020-031 Moved by Member Milne Seconded by Chair McCabe <i>THAT the agenda for the September 1, 2020 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i> CARRIED
Disclosure of Pecuniary Interest
None
Minutes of Previous Meeting – March 3, 2020 (approved at Council on March 9, 2020)
Business Arising From Minutes

1. Trails – Verbal Report

Staff intend to spend the remaining 2020 Capital budget for trail development on the Mount Forest Pedestrian Bridge and to enhance the surfacing on the Arthur Trail system. Work on the pedestrian bridge will be prioritized based on safety requirements in consultation with Township engineers. Prior to work proceeding, the Saugeen Valley Conservation Authority will be engaged for comment and approval.

2. RPL 2020-017 Conn Pavilion and Playground

RESOLUTION RPL 2020-032

Moved by Member McCabe

Seconded by Member Milne

THAT the Recreation, Parks & Leisure Committee receive for information report RPL 2020-017 being a report on the Conn Pavilion and Playground.

CARRIED

3. RPL 2020-016 Community Ice Cream Cone Hunt

RESOLUTION RPL 2020-033

Moved by Member Milne

Seconded by Member McCabe

THAT the Recreation, Parks & Leisure Committee receive for information report RPL 2020-016 being a report on the Community Ice Cream Cone Hunt.

CARRIED

Deputation

Sheryl Spencer

Based on the Book, Mount Forest: The Way We Were by William J. Edwards, it was established that there is a First Nations relation to Mount Forest and the naming of what is now known as the Saugeen River. The intent is to acknowledge this relationship and honour Chief James Newash in our Township. Working with the Chippewas of Newash, this story should be established and available to our community.

Direction to staff

Consult with local historian's, other First Nation communities as well as Provincial and Federal government for additional information.

Ad Hoc Committee Updates

- Mount Forest Aquatics Committee

RESOLUTION RPL 2020-034

Moved by Member McCabe

Seconded by Member Milne

THAT the Recreation, Parks & Leisure Committee of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting held on August 25, 2020.

AND FURTHER THAT the Recreation, Parks & Leisure Committee of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting held on August 11, 2020, that did not meet quorum.

CARRIED

- Arthur BMX/Skateboard Park – No updates
- Lynes Blacksmith Shop – No Updates

Reports

1. RPL 2020-013 Memorial Tree Planting Report

RESOLUTION RPL 2020-035

Moved by Member Milne

Seconded by Member McCabe

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2020-013 being a report on approved locations for memorial trees;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North approve the proposed locations for memorial trees as presented in Schedule A.

CARRIED

2. RPL 2020-019 COVID-19 Update 2

RESOLUTION RPL 2020-036

Moved by Member McCabe

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2020-019 being a report on COVID-19;

CARRIED

Items for Consideration

1. Mount Forest Site Plan
2. Arthur Site Plan

The intent of the Mount Forest and Arthur Site Plans is to support conversations with user groups and organizations regarding the land surrounding the sports complex and arena. Staff will connect with township engineers to ensure that all recreation amenities are identified on the site plans.

3. Investing in COVID-19 Community Resilience

Unfortunately, the township received notification that we were not successful in our application for the Investing in Canada Infrastructure Program (ICIP) Community, Culture and Recreation Stream.

The application identified infrastructure enhancements to the Arthur & Area Community Centre including increased accessibility in the arena and community hall through modifications to washrooms, changerooms and the hallway; improvements to the floor to ensure longevity of use, as well as the addition of energy efficient lighting to support green initiatives. The Arthur Optimist Club had come forward as a partner in the project and will be notified that our application was unsuccessful.

The 2020 Budget included \$1.1 million for upgrades to the Arthur & Area Community Centre, however these dollars were tied to a successful ICIP application. As the application was unsuccessful the dollars allocated in the 2020 budget will need to be discussed again.

Investing in Canada Infrastructure Program: COVID-19 Resilience Stream

The new COVID-19 Resilience stream will help communities respond to the immediate pressures and concerns as a result of the current pandemic as well as build resiliency for the future. The new time-limited stream will have an increased federal cost-share for a broadened range of infrastructure projects and a simplified approval process to allow work to get underway quickly while respecting public health measures. The COVID-19 Resilience stream will fund the following types of infrastructure projects:

- Retrofits, repairs and upgrades for provincial, territorial, municipal and Indigenous buildings; health infrastructure; and schools;
- COVID-19 response infrastructure, including measures to support physical distancing;
- Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- Disaster mitigation and adaptation projects, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.

Direction to Staff

To prepare a letter under the signature of the Mayor and Council expressing our disappointment in not being successful in our application and further emphasize the need for this project in our community.

New Business/Roundtable

Adjournment

RESOLUTION RPL 2020-037

Moved by Member McCabe

Seconded by Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of September 1, 2020 be adjourned at 9:18 a.m.

CARRIED

Mount Forest District Chamber of Commerce July Minutes

August, 11th, 2020

Call to Order:

Shawn called the meeting to order at 7:07 pm.

In Attendance:

Shawn Mcleod

Callee Rice

Krista Blenkhorn

Michelle Van Essen

Lisa Hern

Sharon Wenger

Corbin Peter

Approval of Minutes:

Michelle forwarded the motion to approve July's meeting minutes and Callee seconded the motion with all in favour.

Treasurer's Report:

Will be approved at the September meeting.

Dale's Economic Report:

Dale couldn't make it.

Lisa Hern Council Notes:

Council allows electronic meetings still (Changed in bylaw)

Majority of building projects have resumed, and the new building is booming!

The council received many positive comments about Shopping Saturday on August 8th in Mount Forest.

No talk at Council about shutting Shopping Saturdays early for the 22nd.

Corbin suggests better street closure signs for Shopping Saturdays. Perhaps ones that explain the event to welcome people to come shop local.

Office Operations:

Kevin has to finish the attic but finished the bathroom wall.

Shawn offered to paint the bathroom wall when he has some spare time to help round out the renovations.

The reno needs to be done before potential board room rental in mid October.

Social Media:

The social media has been going really well with the Chamber's Instagram hitting 400 followers as of August.

Corbin will continue to work as the social media representative for the Chamber while at school. He will keep in contact with Stacey and the board and join in on monthly board meetings.

Hiring:

Stacey Stevenson has verbally agreed to become the new Mount Forest Chamber Administrator. She will start on August the 17th and train for the following week with Corbin to get acquainted with the job and office.

The board agrees to start Stacey off at \$18.00 an hour.

The Board says to introduce Stacey to the "Chamber Pure Group". Lisa says the group will certainly help Stacey as she begins in the position.

The Guide:

The Guides have been dropped off at the office by Print One.

Bill Nelson will take a box of Guides for his office.

Corbin offers to take the Guides to Fergus location for the Wellington Advertiser.

Shop Wellington North:

Corbin is continuing working on the interface and making the website more user friendly.

Corbin is also working on adding more companies to the site.

Grants & Subsidies:

Krista looked into the Grant possibilities for the Chamber and found out that we need to figure out our CRA information.

Michelle offers to go to the bank and help figure out the next steps on applying for the Grant.

Krista says she will find out about setting up the Chambers CRA.

Advertiser Shopping Saturday Ad:

The proposed ad by Crystal was priced at \$308 plus tax that would be split evenly between The Chamber and the BIA

Throughout a lengthy discussion the Chamber decided to agree to splitting the ad and price with the BIA.

Sharon reached out to Crystal to confirm.

Roundtable:

Krista: Krista looked at the bylaws stating all of the positions needed for an official Chamber: President, Vice President, Treasurer, 5 Directors (Minimum) and a Secretary.

Shawn: Needs to find a replacement as President since his term is up at the end of October.

Corbin: Nothing to say.

Callee: Nothing to say.

Sharon: Nothing to say.

Michelle: Nothing to say.

Adjournment:

Shawn called the meeting to an end at 8:15pm.

The next meeting is September 8th 2020.

Minutes typed and distributed by: Corbin Peter

Minutes reviewed by: Sharon Wenger



Grand River Conservation Authority

Summary of the General Membership Meeting – August 28, 2020

This meeting was held virtually and streamed live for the public on [GRCA's Board Webcast Page](#)

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- GM-08-20-53 - Proposed By-law Changes - Electronic Participation
- GM-08-20-55 - Financial Summary to June 30
- GM-08-20-56 - Financial Summary to July 31
- GM-08-20-46 - Completion of the Haldimand County Lake Erie Shoreline Hazard Mapping Study

Information Items

The Board received the following reports as information:

- GM-08-20-47 - Cash and Investment Status
- GM-08-20-51 - Budget 2021 - Timelines and Preliminary Considerations
- GM-08-20-52 - Snowmobiling Agreements on GRCA Lands
- GM-08-20-49 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-08-20-50 - Updating Ontario's Water Quantity Management Framework (ERO #019-1340) GRCA Response
- GM-08-20-54 - Current Watershed Conditions
- GM-08-20-48 - Guelph Lake Nature Centre Update
- GM-08-20-57 - Region of Waterloo - Indigenous Reconciliation Action Plan
- GM-08-20-C04 - Update on Snyder's Flats Conservation Area (Closed Agenda)

Correspondence

The Board received the following correspondence:

- Haldimand County - Support for Conservation Authorities
- Halton Region - 2021 Budget Direction
- OFSC District 9 – Snowmobiling Agreements

Delegations

The Board heard from the following delegations:

- Lee Anne Evans – Snyder's Flats Conservation Area

For full information, please refer to the [August 28 Agenda and Addendum Packages](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on September 25, 2020.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.



Staff Report

To: Mayor and Members of Council Meeting of September 14, 2020
From: Tammy Pringle, Development Clerk
Subject: DC 2020-023, Development Updates

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report DC 2020-023 being a report on development updates in the Township of Wellington North.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- Wellington North Community Growth Plan, Final Report dated February 2018
- Affordable Housing in Wellington County, Presentation dated March 2019
- Triton Engineering Services Limited, Letter dated February 4, 2020 Re: 2020 Reserve Capacity Calculations Mount Forest Wastewater Treatment Plant
- Triton Engineering Services Limited, Letter dated February 13, 2020 Re: 2020 Reserve Capacity Calculations Arthur Wastewater Treatment Plant

BACKGROUND

In February 2019 the Township of Wellington North issued its final Community Growth Plan report. This report included a "Wellington North Growth Forecast" for the comparison years of 2016, 2036 and 2041.

To report on the current status of developments in the Township of Wellington North the use of these numbers, as a touch stone for comparison, will give an idea of the Townships progress.

Development in 2020 continues to see much uptake in our community. The commitment by our stake holders to continue investing in this community is heartening. There does not seem to be a reduction in applications, even when considering the COVID-19 pandemic that we currently find ourselves in.

On April 20, 2020 Council reviewed the report from Triton Engineering Services Limited, dated February 2020, regarding 2020 Reserve Capacity Calculations at the Arthur and Mount Forest Waste Water Treatment Plants. This report saw an allocation of 10 units and 20 units of capacity for infill lots in Arthur and Mount Forest added, respectively.

In November 2020 we should see the opening of the Phase 1 upgrade to the Arthur WWTP. Once completed this will increase the capacity by 395 units of sewer allocation in the village of Arthur, which has been at capacity since 2009, slowing development.

As of January 1st, 2020 the Mount Forest WWTP had an uncommitted reserve capacity for 591 units before capacity is full.

COMMENTS AND ANALYSIS

From 2017 to July 31st, 2020 there have been:

- 22 Industrial, Commercial Development applications, in various stages of development from Application for Site Plan Agreement to issuance of Building Permits. These include Additions, Site Redevelopments and New Builds.
- 2 Institutional Developments
- 18 New Residential Developments including subdivisions, apartment buildings, townhouse developments, mixed use developments and lots created through severance.
- 7 Residential Developments that completed building between 2017 and July 31, 2020
- 7 Residential Developments with Lots still available to be built on.
- Residential Infill Lots (Households) with Building Permits Issued:
 - Arthur - 4
 - Mount Forest - 23
 - Rural - 28

Refer to Appendix A for detailed list.

While it would be difficult to forecast the increase in Employment numbers, based on the above noted commercial development, we can forecast the residential numbers for comparison to the North Wellington Community Growth Plan:

Wellington North Growth Forecast:

Township of Wellington North					
	2016	Projected Increase 2016 to 2036 as per WN Growth Plan	Proposed & Infill Residential as of July 31, 2020	2036	2041
Population	12,490	(4,595)	(2,787) (60.7%)**	17,085	17,685
Households	4,635	(1,695)	(1,072) (63.2%)	6,330	6,590
Employment	7,070	(2,250)		9,320	9,440
** Affordable Housing in Wellington County March 2019 Report states that the average household size, in the County, is 2.6 persons.					

Wellington North Growth Forecasts by Area:

Township of Wellington North					
	2016	Projected Increase 2016 to 2036 as per WN Growth Plan	Proposed & Infill Residential as of July 31, 2020	2036	2041
Arthur					
Population	2,725	(1,390)	(569) (40.9%)**	4,115*	4,460*
Households	1,005	(520)	(219) (42.1%)	1,525*	1,665*
Mount Forest					
Population	5,190	(2,945)	(1,986) (67.4%)**	8,135*	8,440*
Households	2,150	(1,050)	(764) (72.8%)	3,200*	3,330*
Outside Urban Centres					
Population	4,575	(260)	(226) (86.9%)**	4,835	4,785
Households	1,480	(115)	(87) (75.7%)	1,595	1,595
*Adjusted forecasts based on Phase 2 Arthur Wastewater Treatment Facility Expansion.					
** Affordable Housing in Wellington County March 2019 Report states that the average household size, in the County, is 2.6 persons.					

FINANCIAL CONSIDERATIONS

There is no financial impact to the municipality in receiving this report. These planned developments will see a significant increase in development charges, building permit fees and increase the tax base in the township.

They will also make use of much of the Wastewater Treatment Plants capacity. Consideration to the timing of wastewater treatment plant expansions will need to be reviewed as development progresses.

ATTACHMENTS

- Appendix A - 2017 to July 31st, 2020 Development
- Appendix B – 2017 to July 31st, 2020 Development Maps

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☐ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

Prepared By: Tammy Pringle, Development Clerk

Tammy Pringle

Recommended By: Michael Givens, Chief Administrative Officer

Michael Givens

APPENDIX A

2017 to July 31st, 2020 Development

Industrial, Commercial & Institutional:

DEVELOPER	LOCATION	DEVELOPMENT DETAILS	DEVELOPMENT STAGE
209 Mount Forest Inc	209 Main St N, Mount Forest	Gas Station Redevelopment	Building Permit Issued 2019
2495535 Ontario Inc.	569 Perth St, Mount Forest	Contractors Shop with Mini Storage Units	Building Permit Issued 2018
All Treat Farms	7963 Wellington Road 109	Expansion of Compost Processing Operation	Application for Site Plan Control Rec'd 31-Jul-2020
Arthur Self Storage	7639 Highway 6	Phase II of Self Storage Development	Building Permit Application Rec'd July 2020
Bender Construction Ltd.	223 Industrial Drive, Mount Forest	Addition to Shop	Building Permit Issued 2018
Broadline Equipment Rentals	7040 Sideroad 2 W	Commercial Equipment Rental Shop and Warehouse	Completed October 2018
Canadian Tire	101 Mount Forest Dr., Mount Forest	New Store	Building Permit Issued 2018
Clark Brothers Contracting	510 Eliza St., Arthur	New Repair Shop	Building Permit Issued 2019
Cordon Canada Ltd.	250 Main St. S., Mount Forest	Commercial with 4 Apartments	Incomplete Site Plan Application Rec'd 07-May-2020
Domingos Meat Packers Ltd.	7396 Third Line, Arthur	Warehouse Addition	Building Permit Issued 2020
GAMA Engineering (for 2560000 Ontario Inc.)	399 Main St. N., Mount Forest	Gas Station, Convenience Store & Take Out Restaurant	2 nd Submission Received for Site Plan Approval 19-Jun-2020
Hartshorn (Michael & Gayle)	221 Industrial Dr., Mount Forest	1 Storey Commercial Warehouse Building with Office/Retail Area	Building Permit Issued 2020
Maple Lane Farm Service Inc.	9545 Concession 6 N., Mount Forest	Building Expansion	Building Permit Issued 2017
Musashi Plant 1 (2018)	333 Domville St., Arthur	Warehouse Building Addition	Building Permit Issued 2018
Musashi Plant 1 (2019)	333 Domville St., Arthur	Warehouse Building Addition	Building Permit Issued 2020
Musashi Plant 2 (2018)	500 Domville St., Arthur	Production Area Building Addition	Building Permit Issued 2018
Natasha Ferreira	7294 Sideroad 5 W, Riverstown	Cannabis Operation	Building Permit Issued 2019
North Wellington Health Care (Claire Stewart Medical Centre)	525 Dublin St., Mount Forest	Parking Lot Expansion	Site Plan Agreement Sent for Signature 29-Jul-2020
North Wellington Health Care (L.M. Hospital)	630 Dublin St., Mount Forest	Two Additions and Renovation to Hospital	Building Permit Issued 2019
O.K. Construction	219 Industrial Dr., Mount Forest	Construction Shop	2 nd Submission Rec'd for Site Plan Approval 15-Jun-2020. Draft Agreement sent for Review 12-Aug-2020
Sobeys Capital Inc.	437, 503 & 515 Main St. N, Mount Forest	Store Development	Deposit Agreement Rec'd 30-Jul-2020
Strathcona Long Term Care (Sharon Farms & Enterprises Limited)	720 Princess St., Mount Forest	Long Term Care Facility (IN-37) 3 Story, 96 Bed Long Term Care Facility	Building Permit Issued 2017
Township of Wellington North; CIMA (Arthur WWTP)	160 Preston St. S., Arthur	Wastewater Treatment Facility Expansion	Building Permit Issued 2019
Waste Management of Canada	200 Sligo Rd. W., Mount Forest	Addition of Vehicle Maintenance Shop	7 th Submission Received for Site Plan Approval 10-Jul-2020

Residential Developments – Not Built as of July 31, 2020

RESERVED SEWAGE	DEVELOPER	LOCATION	DEVELOPMENT DETAILS	Detached	Semi-Det.	Townhouse	Apart. Units	Development Stage
	2574574 Ontario Inc	391 Main St. N., Mount Forest	33 Unit Apartment Building				33	2 nd Submission Rec'd for Site Plan 17-Apr-2020
	2574574 Ontario Inc	London Rd. N, Mount Forest	Jack's Way – Plan of Subdivision	11	6	10	33	Notice of Decision Draft Plan Sub. Rec'd 19-Sept-19
	350 Cork Inc.	350 Cork St., Mount Forest	Cluster Townhouse			6		Site Plan App. Rec'd 11-Jun-2020
	940749 Ontario Ltd.	Domville St., Arthur	Forest View Estates Plan of Subdivision	10	8	8	24	Council supported Proposed Draft Plan 26-Aug-19
	940749 Ontario Ltd.	Schmidt Dr., Arthur	Eastridge Landing Phase III & IV – Plan of Subdivision	37	38	28		Pre-Servicing Agreement Signed August 2020
(H)	Allan Sharpe	310 Sligo Rd W, Mount Forest	Sligo Road Townhouses Five - 4 Unit Cluster Townhouses			20		Site Plan Agreement Signed 11-Jun-20
	Avila Investments Ltd.	Bentley St & Hwy 6, Mount Forest	AVILA (Murphy) Plan of Subdivision	231	60	120		Submission for Subdivision Agreement Rec'd 13-Mar-20
N/A	Brian Padfield	South of Clyde St, Mount Forest	Maple Hill Estates Creating 5 New Residential (R1A) Lots and 1 Retain 1 (R1A)	5				Development Agreeem't Signed 8-Apr-19
	Circuit Holdings	331 Arthur St., Mount Forest	Two – 5 Unit Street Townhouse Development			10		2 nd Submission Rec'd for Site Plan 06-Mar-20
	Edward Watt	200 – 240 Francis St., Arthur	Severance created 4 Lots plus Retained Portion		10			Re-Zoned from (H) R1C to R2 passed Council 10/Aug/20
(H)	H. Bye Construction	Broomer Cres., Mount Forest	London Road Development Plan of Subdivision			30		Subdivision Agreement Signed 22-Jun-20
	Ilia Routkevitch	187 King St. E., Mount Forest	King's Court Apartments – Two - 5 Unit Apartment Buildings				10	Site Plan Application Rec'd 21-Apr-20
N/A	Maple Ridge Estates Inc.	Sideroad 7 West, Kenilworth	Maple Ridge Estates Plan of Subdivision	19				Building Permit Issued for Model Home in 2019
(H)	Mount Forest Developments Inc.	S of Durham, E of Main, Mount Forest	Mount Forest Developments Plan of Subdivision		30			Subdivision Agreement Signed 07-Oct-19
	Seawaves Homes Ltd	204 Gordon St., Arthur	7 Buildings of Street & Cluster Townhouses			37		2 nd Submission Rec'd for Site Plan 10-Dec-19
(H)	Sharon Farms & Enterprises Limited	730 Princess St., Mount Forest	Cluster Townhouses			15		Holding Zone Removed 12-Aug-19
(H)	Shawn Aitken	400 King St. E., Mount Forest	Marlanna Homes Inc. Plan of Subdivision		24			5 th Submission Rec'd 22-Apr-19

TOTAL RESIDENTIAL NOT BUILT AS OF JULY 31, 2020	313	176	284	100	873
TOTAL RESIDENTIAL – ARTHUR	47	56	73	24	200
TOTAL RESIDENTIAL – MOUNT FOREST	247	120	211	76	654
TOTAL RESIDENTIAL – RURAL	19	0	0	0	19

Approved Residential Developments Still Under Construction, Units Built from 2017 to July 31, 2020

DEVELOPER	LOCATION	DEVELOPMENT DETAILS	PERMITS ISSUED 2017 – JULY 31, 2020				LOTS STILL AVAILABLE AS OF JULY 31, 2020			
			Detached	Semi-Det.	Town-house	Apart. Units	Detached	Semi-Det.	Town-house	Apart. Units
2551405 Ontario Ltd.	466 Queen St W., Mount Forest	Cluster Townhouse			6					
2574574 Ontario Inc	488 Durham St E., Mount Forest	Two 5-unit Street Townhouse Blocks			10					
940749 Ontario Ltd.	Schmidt Dr., Arthur	Eastridge Landing Phase I & II	1							
Betty Dee Limited	Martin Street, Mount Forest	3 Single Detached Dwellings (Lots created by severance)	2				1			
Dave Martin Subdivision	Conestoga St N	Single Family Detached Subdivision					1			
Farz Holdings Inc	S of Preston St., Arthur	Street Townhouses			14					
H. Bye Construction	Broomer Cres., Mount Forest	London Road (Phase 1) 2 - 4 Unit Street Townhouses			4					
H. Bye Subdivision	Cheryl Lynne St	Single Family Detached Subdivision	1							
Peter & Mary Reeves	Wellington St. E., Mount Forest	Severance to create 4 Lots plus Retained Portion	3				1			
Reeves Construction Ltd.	Ruby's Cres., Mount Forest	Albert Street Estates Plan of Subdivision	3				1			
Reeves Construction Ltd.	Ronnie's Way, Dougs Cres., Mount Forest	Lucas Subdivision Plan of Subdivision	9	2			19	4		
South Saugeen Developments	Cork St. Mount Forest	Six Semi-Detached Dwellings		4				8		
Wellington Acres	8751 Concession 9	Mobile Home Park					40			
Wellington Housing Corp.	440 King St E, Mount Forest	One – Two Story Cluster Townhouse			4					

TOTAL APPROVED RESIDENTIAL DEVELOPMENTS BEING BUILT AS OF 2017	19	6	38	0	63	12	0	0
TOTAL RESIDENTIAL – ARTHUR	1	0	14	0	0	0	0	0
TOTAL RESIDENTIAL – MOUNT FOREST	18	6	24	0	23	12	0	0
TOTAL RESIDENTIAL – RURAL	0	0	0	0	40	0	0	0

Infill Lots Built on from 2017 to July 31, 2020

TOTAL INFILL RESIDENTIAL BUILDING (as of July 31, 2020)	37	8	9	3	57
TOTAL RESIDENTIAL – ARTHUR	1	0	0	3	4
TOTAL RESIDENTIAL – MOUNT FOREST	6	5	9	0	20
TOTAL RESIDENTIAL – MOUNT FOREST (ON SEPTIC*)	3	0	0	0	3*
TOTAL RESIDENTIAL – RURAL (ON SEPTIC*)	26	2	0	0	28*

Mixed Use Proposed Development

	Cordon Canada Ltd.	250 Main St. S., Mount Forest	Commercial with 4 Apartments				4	Incomplete Site Plan Application Rec'd 07-May-2020
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TOTAL RESIDENTIAL IN MIXED USE	0	0	0	4	4
TOTAL RESIDENTIAL IN MIXED USE – ARTHUR	0	0	0	0	0
TOTAL RESIDENTIAL IN MIXED USE – MOUNT FOREST	0	0	0	4	4
TOTAL RESIDENTIAL IN MIXED USE – RURAL	0	0	0	0	0

Total Residential Developments (New & Being Built), Single Lot Infill & Mixed Use 2017 to July 31, 2020

	Detached	Semi-Det.	Town-house	Apart. Units	TOTAL UNITS	SEWAGE UNITS AVAIL
TOTAL RESIDENTIAL DWELLINGS (2017 to July 31, 2020)	432 (40.3%)	202 (18.8%)	331 (30.9%)	107 (10.0%)	1072	
TOTAL RESIDENTIAL – ARTHUR	49	56	87	27	219	405 (395+10)
TOTAL RESIDENTIAL – MOUNT FOREST	297	143	244	80	764	59
TOTAL RESIDENTIAL – RURAL	85	2	0	0	87	Not Applicable
***ARTHUR Sewage Units Include Phase 1 Waste Water Treatment Plant Increase						

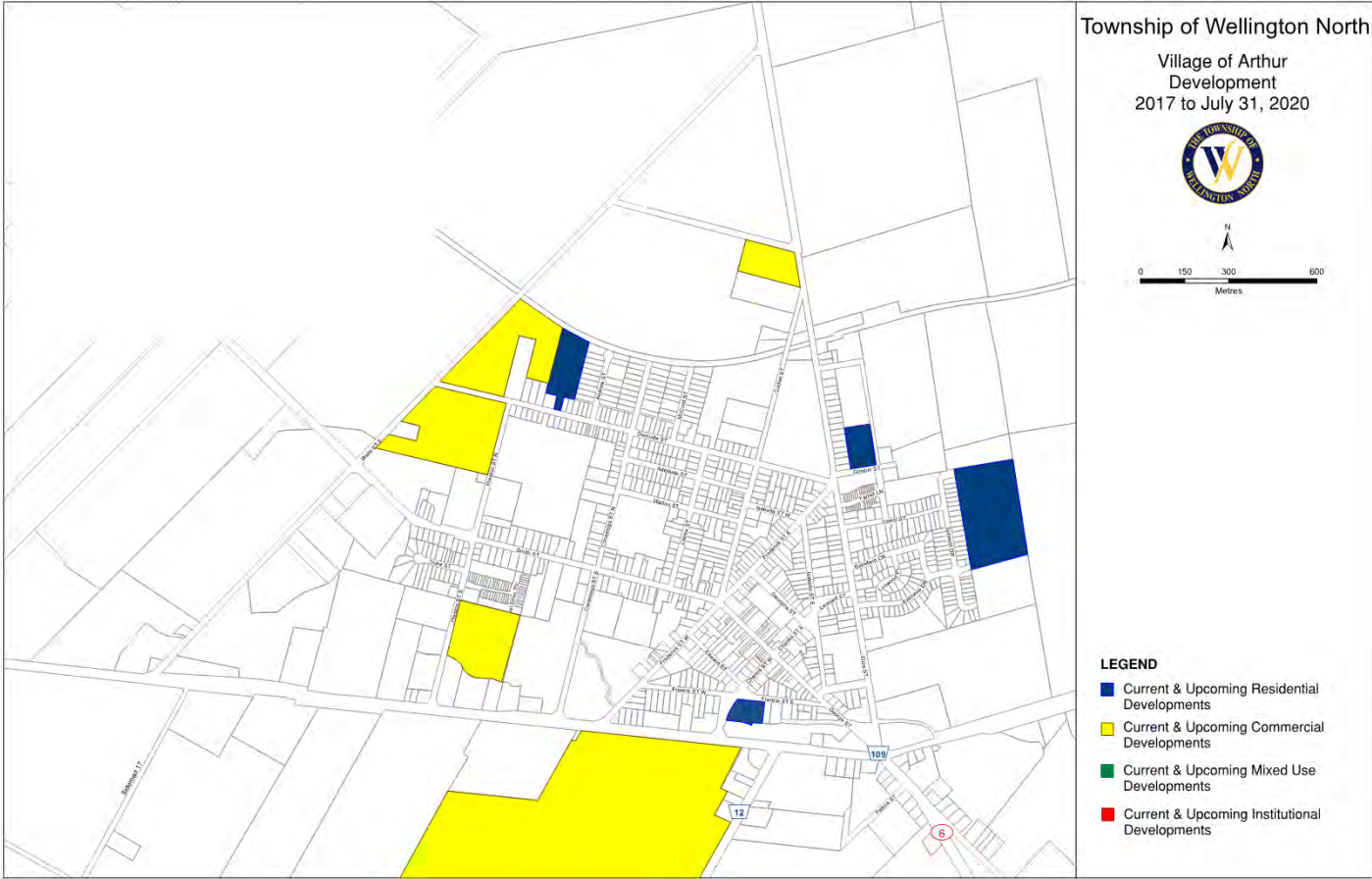
Total Estimated Household Number for Additional Units Above

<i>Affordable Housing in Wellington County March 2019 Report states that the average household size, in the County, is 2.6 persons.</i>	TOTAL UNITS		ESTIMATED POPULATION INCREASE
TOTAL RESIDENTIAL DWELLINGS (2017 to July 15, 2020)	1072	X 2.6	2,787
TOTAL RESIDENTIAL – ARTHUR	219	X 2.6	569
TOTAL RESIDENTIAL – MOUNT FOREST	764	X 2.6	1,986
TOTAL RESIDENTIAL – RURAL	87	X 2.6	226

Available Sewage Unit Comparison

Development Comparisons	ARTHUR	MOUNT FOREST
Available Sewage Units	405 (395+10)	591
Less Infill Lots w/ Sewer Connection January 1 to July 31, 2020	4	2
Less Proposed Residential Development Not Built as of July 31, 2020 w/o Sewage Units on Hold	200 Households	530 Households
Predicted Increase 2016 to 2036 as per Growth Plan	520 Households	1,050 Households
Available Sewage Units	201	59

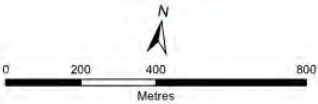
APPENDIX B
2017 to July 31st, 2020 Development Maps





- LEGEND**
- Current & Upcoming Residential Developments
 - Residential Developments Still Under Construction as of July 31, 2020
 - Current & Upcoming Commercial Developments
 - Current & Upcoming Mixed Use Developments
 - Current & Upcoming Institutional Developments

**Township of Wellington North
Mount Forest Development
2017 to July 31, 2020**



Consolidation Date: November 2018
Date printed: November 2018

Source: County of Wellington Planning and Development Department 2014 - Ministry of Natural Resources
May not be reproduced without permission
Municipal Zoning By-law Schedule (Wellington North) Schedule A-3 (Mount Forest) Wellington North Zoning By-law



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of September 14, 2020

From: Tammy Pringle, Development Clerk

Subject: DC2020-024, Consent Application B55-20 Lester & Vera Sauder

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2020-024 being a report on Consent Application (Lot Line Adjustment) B55-20 known as Part Lot 3, Concession 10, in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B55-20 as presented with the following conditions:

- **THAT** Payment be made of the fee of \$130.00 (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 Development 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.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the West quadrant of the Township and is geographically known as 9171 Concession 11, former Township of Arthur.

Proposed lot line adjustment is 0.2 hectares with no frontage(severed 1 on sketch), agricultural land to be added to abutting institutional parcel for school yard – Trustee for the Mennonite Society of British North America.

Retained parcel is 40.6 hectares with 214m frontage, existing and proposed agricultural use with existing dwelling & barn. (Retained 1 on sketch)

FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 28518-20 prepared by Van Harten Surveying Inc., dated August 7, 2020 and signed by Jeffrey E. Buisman.
- APPENDIX B:
 - Zach Prince, Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

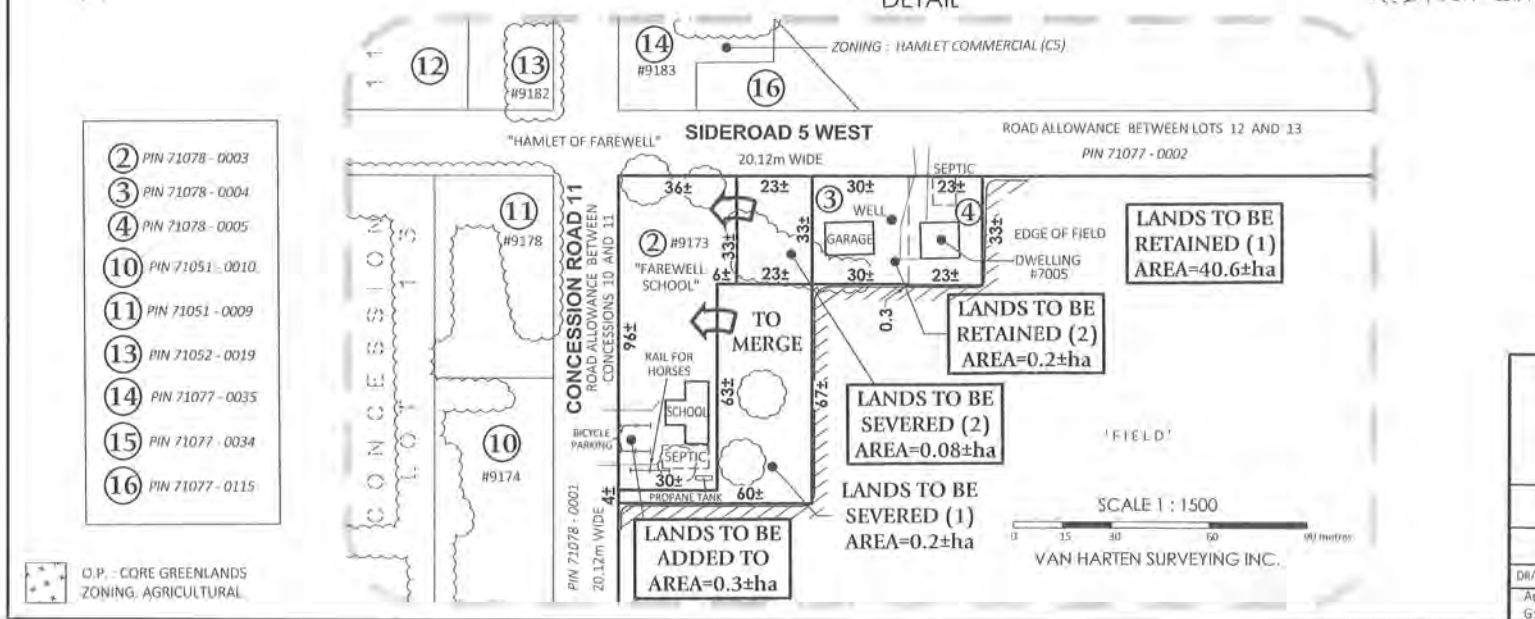
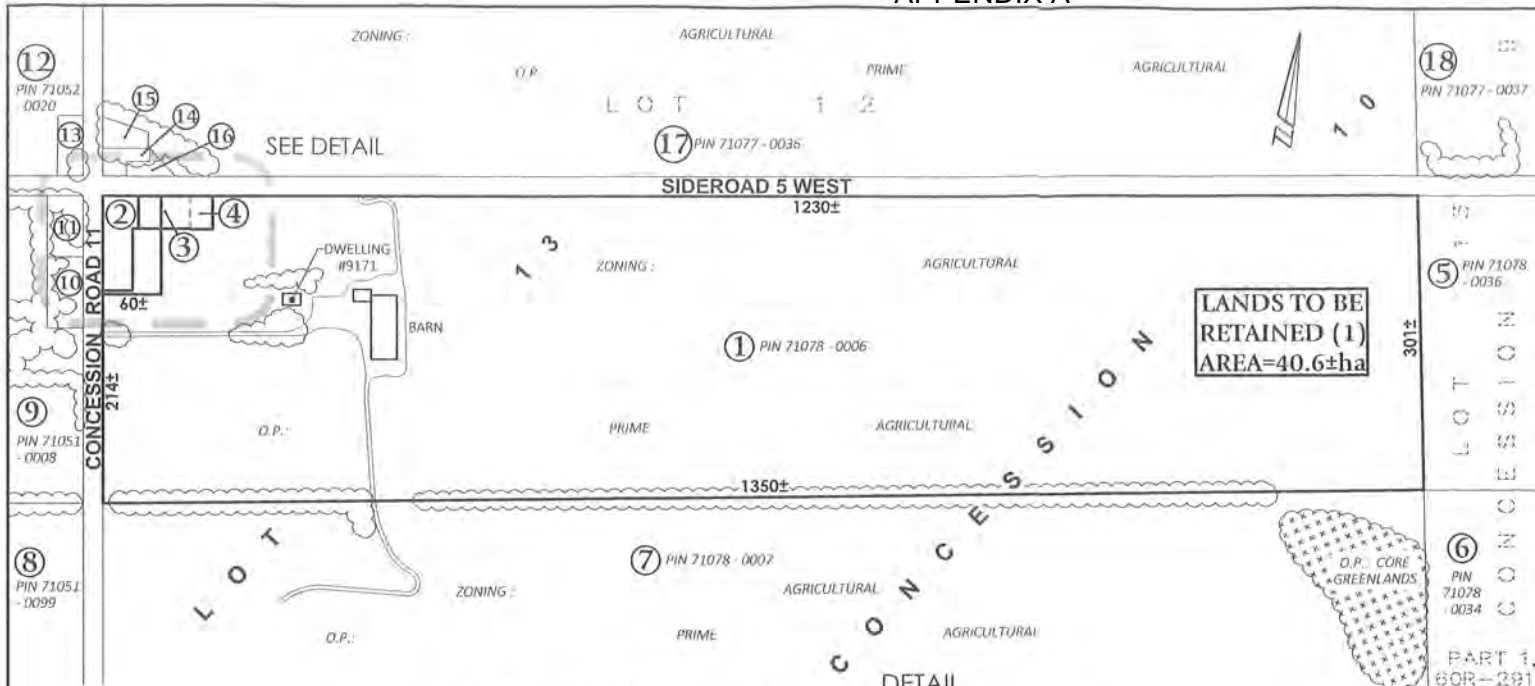
☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	
		<i>Tammy Pringle</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

APPENDIX A



Van Harten
 SURVEYING INC.
 LAND SURVEYORS and ENGINEERS

Kitchener/Waterloo Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
--	----------------------------	---------------------------------

www.vanharten.com info@vanharten.com

DRAWN BY: ARN CHECKED BY: JEB PROJECT No. 28518-20

Aug 7, 2020-10:08:25 AM
 G:\ARTHUR\CON10\ACAD\SEV LOT 13 (WEBER).UTM.dwg



Application	B55/20
Location	Part of Lot 13, Concession 10 TOWNSHIP OF WELLINGTON NORTH (Arthur Township)
Applicant/Owner	Lester & Vera Sauder

PRELIMINARY PLANNING OPINION: This lot line adjustment application will sever 0.2ha (0.5ac) of vacant agricultural land, and merge to an abutting parcel occupied by an existing parochial school. A parcel, approximately 40.6ha (100.3ac) in size, containing an existing dwelling and barn would be retained. The resultant parcel will be 0.6ha (1.5ac) after this adjustment and the adjustment proposed in application B56/20.

This application is consistent with Provincial Policy and generally conforms to the County Official Plan. Planning staff have no concerns provided the following matters are addressed as conditions of approval:

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land;
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent;
- c) That MDS compliance be achieved to the satisfaction of the County of Wellington; and,
- d) That zoning compliance for the retained lands be achieved to the satisfaction of the local municipality.

PLACES TO GROW: The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The result of recent changes to the Growth Plan means the natural heritage system policies will continue to apply, however will only apply to the natural heritage systems mapped in the County Official Plan.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.2 states “Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons”.

Farm Data sheets have not been provided for 3 nearby livestock barns which could be impacted by the expanded school. Guideline #8 of the MDS guidelines outlines that MDS is not required for ‘minor boundary adjustments.’ Planning staff are of the opinion that the proposed lot line adjustment is not ‘minor’ as the school property is nearly doubling in size and therefore MDS should be applied to this application.

The expansion of the school property results in the school use being located closer to the livestock facility on the retained parcel. Institutional uses including schools are normally considered Type B land uses (double the MDS setback) however Guideline #37 states ‘schools intended to primarily serve a community which relies on horse drawn vehicles as a predominant mode of transportation shall be considered a Type A land use for the purposes of both MDS I and MDS II.’ A condition requiring MDS compliance has been included.

WELLINGTON COUNTY OFFICIAL PLAN: The retained and severed lands are designated PRIME AGRICULTURAL.

Section 10.3.5 allows lot line adjustment to be permitted, for legal and technical reasons, such as minor boundary adjustment. Lot line adjustments are also permitted, where no adverse effect on agriculture will occur.

Lot line adjustments are deemed not to create new lots for the purpose of this plan.

The matters under Section 10.1.3 were also considered including item k) “that the size and shape of proposed lots is suitable, including frontage, area and the proportion of frontage depth” and item m) “that all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations”.

WELL HEAD PROTECTION AREA: The subject lands are not located in a WHPA.



LOCAL ZONING BY-LAW: Both the severed and the retained lands are zoned Agricultural (A). The merged parcel contains an existing building and existing school use. The applicant has indicated that the intent of the lot line adjustment is to recognize the existing school yard area, recognize the existing propane storage tank servicing the building and the provide extra space in the area of the septic bed.

A zoning By-law amendment would be required to recognize the existing school use and allow the use on the severed parcel. The amendment may also address MDS setbacks. The parochial school lands should be rezoned to an Agricultural Site Specific zone or an Institutional zone (IN). A zoning condition requiring zoning compliance has been included.

SITE VISIT INFORMATION: The subject property has not been visited at this time. The survey sketch appears to meet the application requirements.

A handwritten signature in black ink, appearing to read 'Zach Prince'.

Zach Prince MCIP RPP
Planner
Date: September 9th, 2020



Staff Report

To: Mayor and Members of Council Meeting of September 14, 2020
From: Tammy Pringle, Development Clerk
Subject: DC2020-025, Consent Application B56-20 Elmer Martin

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2020-025 being a report on Consent Application (Lot Line Adjustment) B56-20 known as Part Lot 3, Concession 10, in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B56-20 as presented with the following conditions:

- **THAT** Payment be made of the fee of \$130.00 (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 Development 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.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the West quadrant of the Township and is geographically known as 7003 Sideroad 5 West, former Township of Arthur.

Proposed lot line adjustment is 23m fr x 33m = 0.08 hectares (severed 2 on sketch), vacant land to be added to abutting institutional parcel for school yard – Trustee for the Mennonite Society of British North America.

Retained parcel is 53m fr x 33m = 0.2 hectares, existing and proposed rural residential use with existing dwelling & garage. (Retained 2 on sketch)

FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 28518-20 prepared by Van Harten Surveying Inc., dated August 7, 2020 and signed by Jeffrey E. Buisman.
- APPENDIX B:
 - Zach Prince, Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

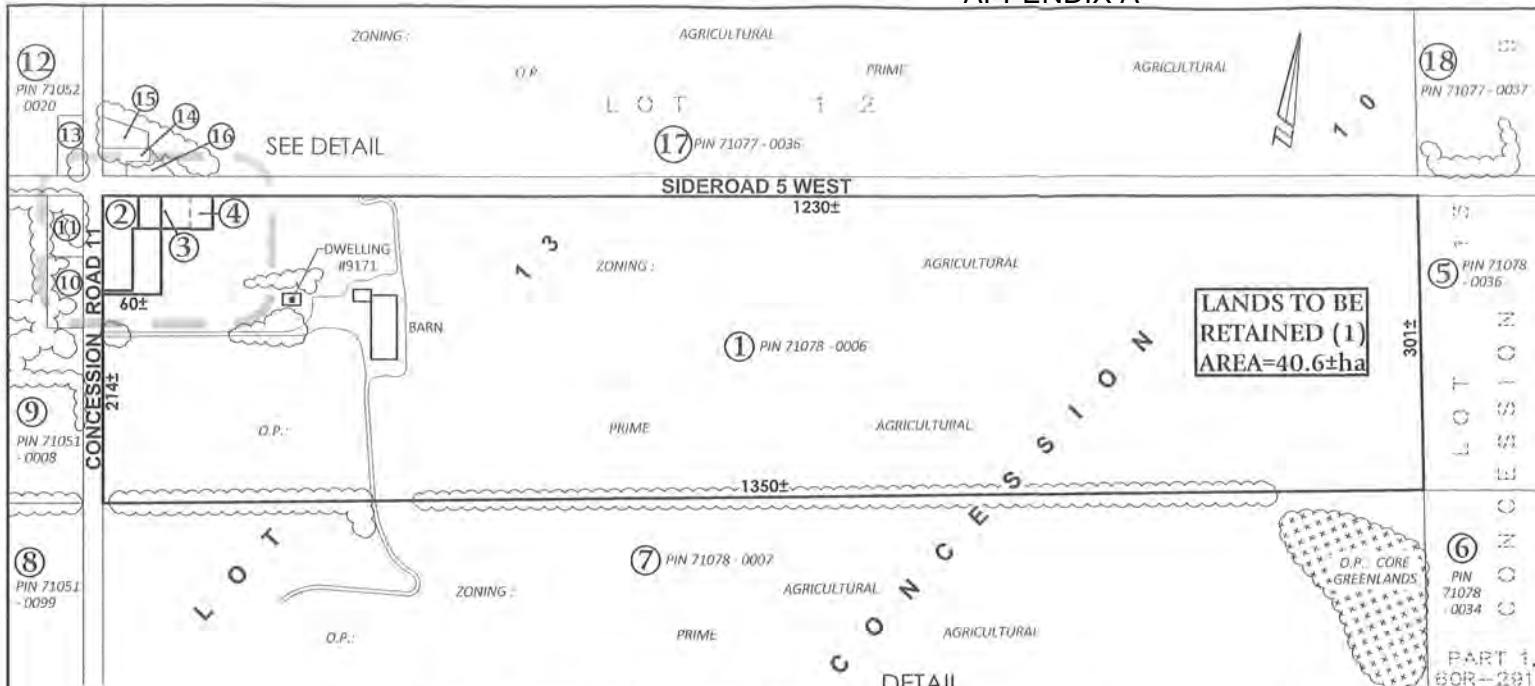
☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	
		<i>Tammy Pringle</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

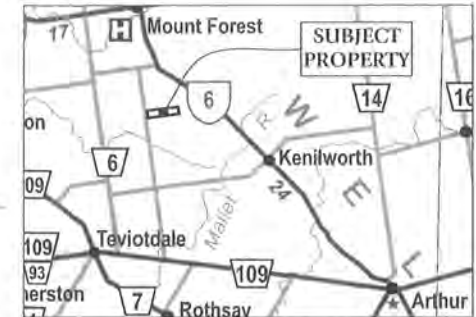
APPENDIX A



SEVERANCE SKETCH PART OF LOT 13, CONCESSION 10 GEOGRAPHIC TOWNSHIP OF ARTHUR TOWNSHIP OF WELLINGTON NORTH COUNTY OF WELLINGTON

SCALE 1 : 5000
VAN HARTEN SURVEYING INC.

KEYMAP

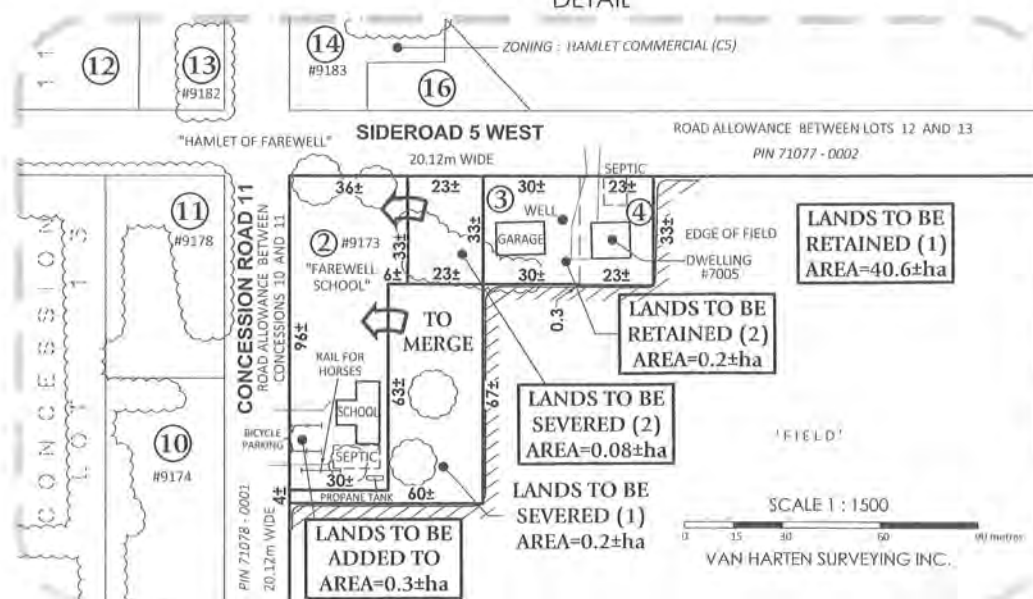


NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL (A).
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
6. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.

THIS SKETCH WAS PREPARED ON
THE 7th DAY OF AUGUST, 2020

JEFFREY E. BUISMAN
ONTARIO LAND SURVEYOR



LANDS TO BE
RETAINED (1)
AREA=40.6±ha

LANDS TO BE
RETAINED (2)
AREA=0.2±ha

LANDS TO BE
SEVERED (2)
AREA=0.08±ha

LANDS TO BE
SEVERED (1)
AREA=0.2±ha

LANDS TO BE
ADDED TO
AREA=0.3±ha

SCALE 1 : 1500
VAN HARTEN SURVEYING INC.

Van Harten
SURVEYING INC.
LAND SURVEYORS and ENGINEERS

Kitchener/Waterloo Ph: 519-742-8371 Guelph Ph: 519-821-2763 Orangeville Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: ARN CHECKED BY: JEB PROJECT No. 28518-20

Aug 7, 2020-10:08:25 AM
G:\ARTHUR\CON10\ACAD\SEV LOT 13 (WEBER).UTM.dwg



Application	B56/20
Location	Part of Lot 13, Concession 10 TOWNSHIP OF WELLINGTON NORTH (Arthur Township)
Applicant/Owner	Elmer Martin

PRELIMINARY PLANNING OPINION: This lot line adjustment application will sever 0.08ha (0.2ac) of vacant agricultural land, to an abutting parcel occupied by an existing parochial school. A parcel approximately 0.2ha (0.5ac) in size containing an existing dwelling would be retained. The resultant parcel will be 0.6ha (1.5ac) after this adjustment and the adjustment proposed in application B55/20.

This application is consistent with Provincial Policy and generally conforms to the County Official Plan. Planning staff have no concerns provided the following matters are addressed as conditions of approval:

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land;
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent;
- c) That MDS compliance be achieved to the satisfaction of the County of Wellington; and,
- d) That zoning compliance for the retained lands be achieved to the satisfaction of the local municipality.

PLACES TO GROW: The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The result of recent changes to the Growth Plan means the natural heritage system policies will continue to apply, however will only apply to the natural heritage systems mapped in the County Official Plan.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.2 states “Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons”.

Farm Data sheets have not been provided for 3 nearby livestock barns which could be impacted by the expanded school. Guideline #8 of the MDS guidelines outlines that MDS is not required for ‘minor boundary adjustments.’ Planning staff are of the opinion that the proposed lot line adjustment is not ‘minor’ as the school property is nearly doubling in size and therefore MDS should be applied to this application.

The expansion of the school property results in the school use being located closer to the livestock facility on the retained parcel. Institutional uses including schools are normally considered Type B land uses (double the MDS setback) however Guideline #37 states ‘schools intended to primarily serve a community which relies on horse drawn vehicles as a predominant mode of transportation shall be considered a Type A land use for the purposes of both MDS I and MDS II.’ A condition requiring MDS compliance has been included.

WELLINGTON COUNTY OFFICIAL PLAN: The retained and severed lands are designated PRIME AGRICULTURAL.

Section 10.3.5 allows lot line adjustment to be permitted, for legal and technical reasons, such as minor boundary adjustment. Lot line adjustments are also permitted, where no adverse effect on agriculture will occur.

Lot line adjustments are deemed not to create new lots for the purpose of this plan.

The matters under Section 10.1.3 were also considered including item k) “that the size and shape of proposed lots is suitable, including frontage, area and the proportion of frontage depth” and item m) “that all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations”.

WELL HEAD PROTECTION AREA: The subject lands are not located in a WHPA.

LOCAL ZONING BY-LAW: Both the severed and the retained lands are zoned Agricultural (A). The merged parcel contains an existing building and existing school use. The applicant has indicated that the intent of the lot line adjustment is to recognize the existing school yard area, recognize the existing propane storage tank servicing the building and the provide extra space in the area of the septic bed.



A zoning By-law amendment would be required to recognize the existing school use and allow the use on the severed parcel. The amendment may also address MDS setbacks. The parochial school lands should be rezoned to an Agricultural Site Specific zone or an Institutional zone (IN). A zoning condition requiring zoning compliance has been included.

The retained lands contain an existing dwelling and garage. The frontage of the retained lands is proposed to be 53m and 0.2ha (0.5ac) in size. This is less than permitted in the reduced lot area requirements of the By-law however Section 8.5 b) allows for lots created by lot line adjustment to 'be deemed to comply with the lot frontage and lot area regulations of Section 8.5.1 and 8.5.2.'

SITE VISIT INFORMATION: The subject property has not been visited at this time. The survey sketch appears to meet the application requirements.

A handwritten signature in black ink, appearing to read 'Zach Prince'.

Zach Prince MCIP RPP
Planner
Date: September 9th, 2020



Staff Report

To: Mayor and Members of Council Meeting of September 14, 2020

From: Tammy Pringle, Development Clerk

Subject: **DC 2020-026, WASTE MANAGEMENT OF CANADA CORPORATION
SITE PLAN AGREEMENT, 200 SLIGO ROAD WEST, MOUNT FOREST**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report DC 2020-026 regarding the final approval of the Waste Management of Canada Corporation Site Plan Agreement.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

None

BACKGROUND

Subject Lands

The property is located in the Town of Mount Forest. The subject lands are in the North West quadrant of the town on Sligo Road West. The land holding is approximately 6.55 acres with a 186 m frontage and 190 m depth. It is legally known as PT LT 33 CON 1 NORMANBY; PT PKLT 6, 7 & 8 SURVEY FOSTER'S MOUNT FOREST; PT FOSTER ST SURVEY FOSTER'S MOUNT FOREST CLOSED BY BYLAW BLN194; PT DUKE ST SURVEY FOSTER'S MOUNT FOREST CLOSED BY BYLAW DN6730; PARTS 1, 2 & 3 60R3403; SUBJECT TO AN EASEMENT AS IN RON74478; TOWNSHIP OF WELLINGTON NORTH

The Proposal

The Owner has applied for Site Plan Approval from the Township to add the addition of a vehicle maintenance shop with truck terminal and natural gas refuelling overhead truss system. This project will include site servicing, grading, landscaping & stormwater management plan.

Existing Policy Framework

The subject lands are designated M1 Industrial Zone, in the Township of Wellington North Zoning By-Law 66-01 with an Industrial designation in the County of Wellington Official Plan.

COMMENTS AND ANALYSIS

The applicant has satisfied staff that this proposed development will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is attached.

COMMUNICATION PLAN

The executed site plan agreement has been forwarded to the Township's solicitor for registration.

FINANCIAL CONSIDERATIONS

This proposal has no financial impact on the municipality as the Owner will provide securities and deposits to ensure all of the Works will be completed.

ATTACHMENTS

- A. Location Map
- B. Site Plan Agreement

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Municipal Infrastructure

☐ Partnerships

☒ Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

SCHEDULE A – Location Map



SCHEDULE B –Site Plan Control Agreement

SITE PLAN CONTROL AGREEMENT

THIS AGREEMENT made this 3rd day of September, 2020.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
(the "Township")
OF THE FIRST PART

-and-

WASTE MANAGEMENT OF CANADA CORPORATION
(the "Owner")
OF THE SECOND PART

WHEREAS the Owner is the registered owner of the Lands described as PT LT 33 CON 1 NORMANBY; PT PKLT 6, 7 & 8 SURVEY FOSTER'S MOUNT FOREST; PT FOSTER ST SURVEY FOSTER'S MOUNT FOREST CLOSED BY BYLAW BLN194; PT DUKE ST SURVEY FOSTER'S MOUNT FOREST CLOSED BY BYLAW DN6730; PARTS 1, 2 & 3 60R3403; SUBJECT TO AN EASEMENT AS IN RON74478; TOWNSHIP OF WELLINGTON NORTH

AND WHEREAS the Township has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, which said By-law affects the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings submitted by the Owner pursuant to Section 41 of the *Planning Act*.

AND WHEREAS the Owner has submitted to the Township, plans and drawings of a proposed development on the lands described in Schedule "A" attached hereto;

AND WHEREAS these plans can be viewed at the Offices of The Corporation of the Township of Wellington North, 7490 Sideroad 7 West, Kenilworth, Ontario.

NOW THEREFORE in consideration of the premises and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows that in consideration of the Township approving the plans and drawings for the development of the Lands, the Owner covenants and agrees with the Township to provide, to the satisfaction of and at no expense to the Township, the following:

1. Plans showing the location of all buildings and structures to be erected on the Lands and showing the location of all facilities and works to be provided in conjunction therewith including, without limitation, all facilities and works required under Section 3 below (the "Plans").
2. Construct all buildings, structures, facilities and works in accordance with the Plans.
3. The Owner agrees that the building or buildings shall be erected and the project shall be completed in accordance with the Plans and all applicable laws, including without limitation, the exterior building design, site, elevation, landscape-buffering and layout plans as approved by the Township, subject only to such changes as are approved, in writing, by the Township. The Township reserves the right to waive or rescind any term or condition contained in this Agreement provided that such condition is waived or rescinded by Resolution of Council.

4. The Owner agrees that there shall be no outside storage on the Lands other than as provided in Paragraph 3 of this Agreement.
5. The Owner agrees that all surface and roof drainage will be controlled on the Lands and taken to an outlet with catchbasins, where necessary, in a manner approved by the Township and/or the County of Wellington.
6. The Owner agrees that snow shall be removed from the parking lot area for the Lands.
7. The provisions set out in Schedule "B" to this Agreement are site specific requirements that relate to the Lands and, to the extent that there is any inconsistency or conflict between the two sets of provisions, the terms of Schedule "B" shall prevail.
8. The Owner agrees to dedicate to the Township, free and clear of all encumbrances, all easements and lands required by the Township for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works, sanitary sewage facilities, storm sewage facilities and watermains on the Lands and, on request by the Township, to deliver the properly executed documents in registrable form to the Township in order to complete the dedication to the Township and to pay all costs incurred by the Township in respect to the aforementioned dedications.
9. The Owner shall, where required by Township and/or County of Wellington resolution, dedicate to the Township and/or to the County widening of highways that abut on the Lands at no cost to the Township and/or County, free and clear of all encumbrances.
10. The Owner hereby releases and indemnifies the Township, and, where applicable, the County of Wellington, its servants, agents and contractors from any and all liability and associated costs, claims or demands in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.
11. In the event works are to be performed by the Owner, its servants or its agents on lands owned by or to be conveyed to the Township,
 - (a) The Owner shall supply the Township with a comprehensive liability insurance policy in form satisfactory to the Township, holding the Township, its servants or agents, harmless for claims for damages, injury or otherwise in connection with the work done by the Owner, its servants or agents in or adjacent to the lands to be developed under this Agreement in the amount of Five Million (\$5,000,000.00) Dollars inclusive. The Township is to be named as an insured in the said policy.
 - (b) The Owner shall, upon the earlier of (a) commencing any works on the Lands, or (b) applying for a building permit, supply the Township with cash or a Letter of Credit (the "security") in form satisfactory to the Chief Administrative Officer (CAO) and in an amount determined by the CAO, sufficiently guaranteeing the satisfactory completion of the site works on Township property described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required by this Agreement for a period of one (1) year from the date that such works are constructed receive written approval from the Township Engineer. The security must further guarantee payment to the Township of all inspection or other costs that the Township may incur as a result of this Agreement. When the work is completed to the satisfaction of the Township Engineer, the Letter of Credit may be reduced to an amount equal to Ten (10%) per cent of the original amount determined by the Township Engineer for each phase and shall not be further reduced until the Township Engineer has approved the works at the end of the said one (1) year period.

12. In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township, the Owner shall:

- a) provide the Township with, prior to the execution of this Agreement by the Township, a letter of credit or other satisfactory security in an amount equal to 50% to a maximum of \$50,000 of the cost of works and facilities relating to storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works.
- b) complete the said works and facilities within a period of one (1) year from the date of issuance of a building permit, or within one (1) year of the execution of this agreement by the Township if no building permit is required by the development provided for herein, and provide satisfactory proof of completion of the said works; including as recorded drawings to show the exact location of all new works, including Townships sewers and watermains within the easement, survey, engineering, architectural (including landscape architect where required), or another professional certification, at the owner's sole expense.
- c) Upon failure of the owner to complete the said works and facilities within the said one year period, the Township may draw on the said letter of credit or other satisfactory security, such amount or amounts as may be required to pay for the work done or to be done pursuant to the provisions of this section and the Township and/or its authorized agents are hereby authorized to enter upon the lands to perform the said works and facilities.

Section 427 of the Municipal Act, S.O. 2001, c. 25, as amended, applies to this Agreement and in the event the Owner fails to perform the works and facilities required to be done herein, such works and facilities may be done by the Township at the Owner's expense and the Township may recover the expense in doing so by action or the same may be recovered in like manner as municipal taxes

- 13. The Owner shall grade the lands and maintain the grading elevations in order to provide for surface drainage which shall be as provided for in the Site Plan. The Owner shall not use or cause or permit to be used any new construction on the lands until after an as-built grading survey has been provided and a professional engineer or architect has given Township, at the Owner's expense, a letter of compliance for grading and drainage and Storm Water Management and signed by the engineer or architect certifying that all services, structures, works and facilities on or in the said lands which fall within the provisions of Section 41 of the Act and are required for this development by the Site Plan and this Agreement and not contained within a building, have been installed and completed in a manner satisfactory to the engineer or architect.
- 14. The Owner is responsible for dust control of all dust resulting from the development, whenever necessary. To eliminate dust, the owner may be required to apply dust suppressants, covering stock piles of top soil with tarps or applying ground cover to the areas that have been stripped and left undeveloped at the direction of the Township.
- 15. The Township and Owner agree that the Owner may choose to develop the lands in phases and in accordance with the approved phasing plan, as shown on the approved Site Plans. In such case, the Owner agrees as follows:
 - (a) that the Owner will not apply for nor will the Township be obligated to issue a building permit for such phase(s) until the provisions of this section have been complied with and the Owner has provided evidence that servicing capacity is available to accommodate the particular development phase, to the satisfaction of the Township;
 - (b) that the Owner shall submit to the Township for review and approval proper plans and specifications showing the works and facilities required for site plan approval of each phase;

- (c) that the Owner shall provide to the Township a letter of credit or other satisfactory security in an amount to be determined by the CAO or CBO, and the provisions of this Agreement shall apply to such security with respect to such phase(s);
 - (d) that the provisions of this Agreement shall apply to all such phases.
16. This Agreement shall be registered against title to the Lands at the Owner's expense. It is understood and agreed that, after this Agreement has been registered against title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township; the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
 17. The Owner hereby grants to the Township, its servants, agents and contractors a license to enter onto the Lands and into structures for the purpose of inspecting the works and the Lands or for any other purpose pursuant to the rights of the Township under this Agreement.
 18. The Owner shall obtain from all mortgagees, charges and other persons having an interest in the Lands a postponement of their respective interests to this Agreement in a form satisfactory to the Township and said postponement(s) shall be registered against title to the Lands at the expense of the Owner so that this Agreement shall have priority over all other interests registered against the Lands. The Owner acknowledges and agrees that the site plan approval in respect of the Lands shall be conditional upon obtaining the above postponement documents and registering them against title to the Lands.
 19. The covenants, agreements, conditions and understandings set out herein and in Schedules "B" hereto, which form part of this Agreement, shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
 20. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.

THIS AGREEMENT is executed by the Township this 4th day of September, 2020.

THE CORPORATION OF
THE TOWNSHIP OF WELLINGTON NORTH
Per:



Michael Givens – Chief Administrative Officer
I have authority to bind the corporation.

THIS AGREEMENT is executed by the owner this 3rd day of September, 2020.

CORPORATION
Per:



Aaron Johnson, Vice President
I have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS: 117 Wentworth Court, Brampton, ON, L6T 5L4

DEVELOPER'S PHONE NUMBER: 226-972-5286

DEVELOPER'S EMAIL ADDRESS: Ajohns14@wm.com

SCHEDULE "A"

Approved Plan and Drawings

DOCUMENT NO	DOCUMENT NAME	LAST REVISION DATE	PREPARED BY
SP-1	Site Plan	19-May-2020	Robert E Dale Limited Consulting Engineers
	Letter RE: Concrete Caissons	17-June-2020	Randy Stewart, Waste Management

SCHEDULE "B"**Site Specific Requirements**

The provisions set out in this Schedule are site specific requirements that relate to the Lands. This Schedule shall be read in conjunction with the provisions of the main body of this Agreement, but to the extent that there is any inconsistency or conflict between the two sets of provisions, the following terms of this Schedule shall prevail.

- The Owner will ensure that any future access is fully available to the Township and/or any of its' subcontractors for work within the boundaries of this easement. The Owner also commits to financial assistance with regards to any additional trench shoring work that may be required at either overhead truss section if conventional sloped trenchwork is not an option.



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of September 14th, 2020
From: Darren Jones, Chief Building Official
Subject: CBO 2020-10 Propane Generator Set

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-10 being a report on the recommended purchase of a Propane Generator Set – T&T Unit for the Municipal Office and Kenilworth Works Shop;

AND FURTHER THAT Council authorize staff to proceed with a Negotiated Process whereas a Competitive Process as specified in the Purchasing and Procurement Policy would be typically applied;

AND FURTHER THAT Council authorize the purchase and installation of the GNX-50-1 50kWe 120/240VAC Standby Propane Genset from T & T Power Group for a cost of \$46,446.54 plus HST.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

None.

BACKGROUND

This project will see the installation of a back-up generator at the Kenilworth Municipal Office and Kenilworth Works Shop.

Kenilworth is centrally located between the urban centres of Arthur and Mount Forest, and houses the Township data centre, phone systems, and communication tower that acts as a transfer / relay point for multiple communication platforms.

Increased reliance on newer technologies requires a constant source of electricity to ensure appropriate climate control and mitigate periods of blackout or service disruption.

This project will mitigate risk associated with climate control (data centre), and service interruption Telephone, Data, Etc., provide service stability, and provide emergency management advantages.

The Township has an existing business relationship and agreement in place with T & T Power Group as they provide regular service and maintenance to all other Township generators.

Township purchasing and procurement policy acknowledges Council's authority to deviate from normal practices where special circumstances present-

“Council may waive, by resolution, the application of any part of this by-law in respect of any given procurement.”

FINANCIAL CONSIDERATIONS

\$75,000 was initially budgeted for this project with \$46,000 coming from reserves and \$28,500 from general taxation. This project as presented would provide a \$28,500 savings.

ATTACHMENTS

1. T & T Power Group Estimate dated September 4, 2020

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☒ Modernization and Efficiency

☐ Partnerships

☒ Municipal Infrastructure

☒ Alignment and Integration

Prepared By:	Darren Jones, Chief Building Official
Recommended By:	Michael Givens, Chief Administrative Officer



T&T Power Group
1430 Hutchison Road
Wellesley ON N0B 2T0
Canada

Quotation

SO053839

Quotation Date: September 04,
2020

Customer: Tender Project

Bill to:

Tender Project
ON
Canada

Ship to:

Tender Project
ON
Canada

PO #:

Wellington-North Kenilworth Propane

T&T Team Member:

Andrew Allin

Description	Quantity	Unit Price	Extended Price
Generator Set			
GNX-50-1 50kWe 120/240VAC Standby Propane Genset	1.00	33,546.5435	\$ 33,546.54
	Unit(s)		

Gen-set includes: 2x 125A Main Breaker, Battery and Battery Charger, Block Heater, Unit Mounted Auto-Start Control Panel, Rubber Vibration Isolation, Hospital Muffler and Muffler Flexible Connector, Weatherproof Sound Attenuated Enclosure c/w Sound Attenuating Thermal Insulation, Intake and Exhaust Dampers, Lifting Hooks

Price includes Delivery and Offloading w/ Jib Crane, Commissioning, and Operator Training

WARRANTY: 2YRS/2000HRS

Precast Cement Pad	1.00	850.0000	\$ 850.00
	Unit(s)		
200A Non-Meter Base Automatic Transfer Switch - Service Entrance (EGSCA200ASE)	2.00	2,125.0000	\$ 4,250.00
	Unit(s)		
Subtotal			\$ 38,646.54

Installation			
Genset Installation	1.00	7,800.0000	\$ 7,800.00
	Unit(s)		

Includes all Labour, Material, ESA, and Gas Piping

Subtotal \$ 7,800.00



**POWER
GROUP**

T&T Power Group

1430 Hutchison Road
Wellesley ON N0B 2T0
Canada

Quotation

SO053839

Quotation Date: September 04,
2020

Customer: Tender Project

Subtotal	\$ 46,446.54
HST 13%	\$ 6,038.05
Total	\$ 52,484.59



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of September 14th, 2020
From: Darren Jones, Chief Building Official
Subject: CBO 2020-11 Post Subdivision Approval Drainage Inspection Policy

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-11 being a report on a Post Subdivision Approval Drainage Inspection Policy;

AND FURTHER THAT Council adopt Policy No. 006-20 being a Post Subdivision Approval Drainage Inspection Policy.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

None.

BACKGROUND

In recent years ongoing responses to complaints about drainage and related drainage and grading inspections has become a significant pressure on staff resources. On more than one occasion, Township staff have been inserted into disputes between neighbours about drainage. Residents have proper legal remedies available to them through the operation of common law doctrines regarding overland flows. Further, in most cases involving newer subdivisions, neighbours have more effective remedies to solving disputes without involving the Township through restrictive covenants registered on title which prohibit certain actions.

The Township should only be involved in the period leading up to the assumption of roads and for a period of one year after acceptance of the final grading certificate. This policy will assist the Township in avoiding getting involved in disputes that the Township has neither the expertise nor resources to solve or mediate. Currently, Township staff rely upon the external surveyor's or external engineer's stamp with respect to the Final Grading Certificate. Except in the most obvious cases such as where a structure has been placed in the swale, the Township would have to retain external experts to determine the status of drainage and grading.

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Draft Post Subdivision Approval Drainage Inspection Policy

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☒ Municipal Infrastructure

☒ Alignment and Integration

Prepared By:	Darren Jones, Chief Building Official
Recommended By:	Michael Givens, Chief Administrative Officer



WELLINGTON NORTH
SEMPER PORRO

POST SUBDIVISION APPROVAL DRAINAGE INSPECTION POLICY

DEPARTMENT	PROPERTY STANDARDS & BY-LAW ENFORCEMENT	POLICY NUMBER	006-20
EFFECTIVE DATE	September 14, 2020	LEGISLATIVE AUTHORITY	Subdivision Agreement
APPROVED BY:	Resolution:		

Policy Statement

The Township of Wellington North wants to ensure compliance and drainage and grading plans submitted and approved as part of the planning process, providing guiding principles for responsible inspection of private property in a timely manner while ensuring that municipal enforcement and building resources are still available for a broad spectrum of unrelated matters.

Purpose

This policy has been created to establish the timeline for staff in the enforcement of several provisions of subdivision agreements that deal with the inspection, correction and completion of drainage and grading works in the time following the final registration and the acceptance of the final grading certificate.

Scope

This policy applies to all staff members of the Township of Wellington North involved in ensuring compliance with Subdivision Agreements, inspection of grading, completion of defective drainage works, invoicing residents for the cost of such works and assessing unpaid invoices to the tax rolls.

Background

In recent years ongoing responses to complaints about drainage and related drainage and grading inspections has become a significant pressure on staff resources. On more than one occasion, Township staff have been inserted into disputes between neighbours about drainage. Residents have proper legal remedies available to them through the operation of common law doctrines regarding overland flows. Further, in most cases involving newer subdivisions, neighbours have more effective remedies to solving disputes without involving the Township through restrictive covenants registered on title which prohibit certain actions. The Township should only be involved in the period leading up to the assumption of roads and for a period of one year after acceptance of the final grading certificate. This policy will assist the Township in avoiding getting involved in disputes that the Township has neither the expertise nor resources to solve or mediate. Currently, Township staff rely upon the external surveyor's or external engineer's stamp with respect to the Final Grading Certificate. Except

in the most obvious cases such as where a structure has been placed in the swale, the Township has to retain external experts to determine the status of drainage and grading.

Policy

1. Approval of Final Drainage and Grading

- a. Township staff will approve the final drainage and grading through the acceptance of the Final Grading Certificate where the plans provided are acceptable and meet the requirements of the Township.
- b. Township staff will continue to inspect and respond to complaints about drainage and grading for a period of one year after acceptance of the Final Grading Certificate.
- c. There will be no active enforcement of drainage unless accept in the most egregious of cases or where Township lands are impacted or otherwise involved.

2. Retain Current Standard Subdivision Agreement Provisions Regarding Drainage

- a. Notwithstanding Section 1, the Township will retain the right to rectify, correct or undertake other works to remedy a drainage issue, and assess the costs of such works to the relevant assessment roll. Section 6 of the standard Subdivision Agreement governs these matters.
- b. Township staff and Legal Counsel will continue to ensure that Subdivision Agreements protect the Township and allows rectification of drainage matters, including the removal of structures, by ensuring:
 - i. The Owner is still required to grade in accordance with an approved Drainage Plan;
 - ii. Lot grading is to be in accordance with the Lot Grading Plan and to the specifications of the Township Engineer;
 - iii. The obligation to maintaining grading and make no material alteration to the individual lot grading plan after certification will continue;
 - iv. The obligation on the developer and all subsequent owners to not block surface flow as per the overall drainage plan/grading plan for the subdivision will continue;
 - v. The Township has absolute discretion to rectify drainage and charge back to the Owner with a management fee; and
 - vi. A lack of payment of reimbursement of the cost of the rectification results in the outstanding amounts being added to the tax roll.



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of September 14th, 2020
From: Darren Jones, Chief Building Official
Subject: CBO 2020-12 Building Permit Review Period Ending August 31st, 2020

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-12 being the Building Permit Review for the period ending August 31st, 2020.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2020-09 Building Permit Review Period Ending July 31st, 2020
2. CBO 2019-15 Building Permit Review Period Ending August 31st, 2019

BACKGROUND

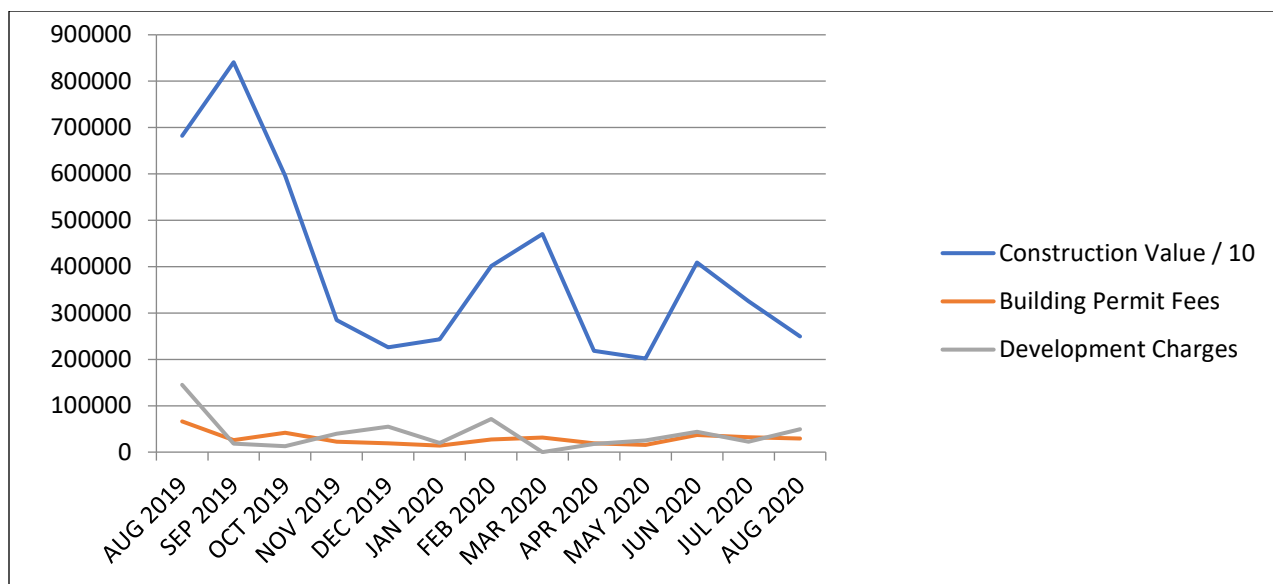
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
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Single Family Dwelling	1	332,500.00	3,000.00	3,073.00
Multi Family Dwelling	1	800,000.00	4,400.00	38,020.00
Additions / Renovations	3	288,000.00	4,583.40	6,186.00
Garages / Sheds	5	71,000.00	1,639.02	0.00
Pool Enclosures / Decks	5	59,000.00	892.25	0.00

Commercial	0	0.00	0.00	0.00
Assembly	1	2,000.00	130.00	0.00
Industrial	1	35,000.00	146.00	2,025.00
Institutional	0	0.00	0.00	0.00
Agricultural	5	830,000.00	7,456.16	0.00
Sewage System	2	24,500.00	1,040.00	0.00
Demolition	4	52,000.00	520.00	0.00

Total August 2020	28	2,494,000.00	23,806.83	49,304.00
Total Year to Date	167	25,201,300.00	199,391.69	248,081.10

12 Month Average	23	3,722,250.00	26,202.65	31,101.41
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10 Year Monthly Average	25	2,747,029.90	29,033.94	54,039.66
10 Year, Year to Date Average	166	21,303,892.70	194,298.37	341,503.36

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

None.

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☒ Alignment and Integration

Prepared By: Darren Jones, Chief Building Official

Recommended By: Michael Givens, Chief Administrative Officer



Staff Report

To: Mayor and Members of Council Meeting of September 14th, 2020

From: Dale Small
Economic Development Officer

Subject: EDO 2020-020 Electronic Vehicle Charging Stations

RECOMMENDATION

THAT The Council of the Corporation of the Township of Wellington North receive for information report EDO 2020-020 being a report on the Wellington North Electronic Vehicle Charging Stations

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2016 - 010 dated April 20th, 2016
EDO 2018 - 022 dated May 22nd, 2018

EDO 2017 - 023 dated November 6th, 2017
EDO 2019 – 018 dated August 12th, 2019

BACKGROUND

In 2016, through the Green Investment Fund, and in partnership with Arntjen Solar, Wellington North was successful in obtaining funding for the installation of Electronic Vehicle Charging Stations in Arthur and Mount Forest. The Arthur station is located in the parking lot by the swimming pool and in Mount Forest the station is located in the Municipal Parking Lot behind the TD Bank.

Our five-year agreement with Arntjen Solar was signed in June 2016 with 100% of the \$100,000 capital costs being covered through the Ontario Green Investment Fund. As part of the agreement Wellington North provided the physical locations for the Chargers and ensure snow removal takes place around the stations in the winter. Arntjen Solar took responsibility for the vendor agreements, managed the delivery and installation of the Charging Stations and is responsible, through ChargePoint, for the ongoing maintenance, service, and repair of these stations. In this regard over the past year or so we have had some occasional interruptions of service at the Arthur location and arrangements have been made for ChargePoint to replace the charger this month.

From an expense perspective, in addition to the energy expense, ChargePoint, the service provider takes off a 10% billing fee from all revenue generated to cover payment processing. Revenue is generated through a charging fee consistent with the fees Arntjen Solar has established at all their locations throughout the province. At a Level 2 charging station the cost is .05 cents per minute plus HST and at the DC Fast charging station the cost is .28 cents per minute plus HST.

Based on our agreement with Arntjen Solar the net profit/loss generated from the Charging Stations is then split evenly 50/50 and since the beginning of the contract Wellington North has received revenue totalling upwards to \$1,000.

While this program has not been a major revenue generator it has also not cost the Township anything and when they were installed the intent was to hopefully break-even. Additionally, having these chargers in our community is good from a marketing and promotion perspective and it does place the Township in a good position should there be future growth in the electronic vehicle market.

In 2018 we also agreed with Arntjen that \$100.00/quarter/location would also be taken out of the net revenues and set aside in a reserve account for future use. As our five-year agreement ends in June 2021, we will shortly start working with Arntjen on a new agreement and at that time will determine the best use of these reserves.

FINANCIAL CONSIDERATIONS

Quarterly usage reports are provided by Arntjen Solar and as indicated combined per kWh use-age for the past while has resulted in a small net revenue position.

A recap of the usage since installation follows and as council can see the impact of COVID 19 is also fairly evident in the first half of 2020:

	COMBINED		MOUNT FOREST		ARTHUR	
	Total per kWh use-age	Net profit/ (loss)	# of sessions	per kWh use-age	# of sessions	per kWh use-age
2017 Apr - Jun	636.83	(\$194.52)	34	261.56	25	375.27
2017 July - Sept	761.01	\$ 5.78	30	321.86	38	439.15
2017 Oct - Dec	698.82	(\$ 36.54)	41	483.44	23	215.38
2018 Jan - Mar	600.62	(\$ 68.39)	24	199.31	37	401.31
2018 Apr - Jun	759.93	\$ 43.53	43	510.92	31	249.01
2018 July - Sept	1,303.74	\$ 207.02	79	1,061.93	36	241.81
2018 Oct - Dec	1,152.00	\$ 116.66	72	737.92	33	414.08
2019 Jan - Mar	1,565.59	\$ 269.52	55	901.06	52	664.53
2019 Apr - Jun	1,304.15	\$ 154.75	45	543.10	57	761.01
2019 July - Sept	2,129.88	\$ 336.06	97	1,452.20	54	677.68
2019 Oct - Dec	1,791.28	\$ 221.27	67	1,014.60	61	776.68
2020 Jan - Mar	1,279.28	\$ 149.86	29	361.61	67	917.67
2020 Apr - Jun	844.13	\$ 101.13	40	432.28	30	411.85
2020 July - Sept						
2020 Oct - Dec						

	Wellington County Arthur Library location	
	# of sessions	per kWh use-age
<p>For comparison purposes we reached out to Wellington County to get use-age information for their Charging Station located at the Arthur Library.</p> <p>There is no data from Oct 2018 – Mar 2019 as during this time period the station had been vandalized and needed repair and reinstallation.</p> <p>Since October 2018, the Charger at the Arthur Community Centre has outperformed the one at the Library even though the County station only charges at a rate of .20 cents per minute.</p>	2017 Apr - Jun	N/A
	2017 July - Sept	35
	2017 Oct - Dec	9
	2018 Jan - Mar	12
	2018 Apr - Jun	19
	2018 July - Sept	14
	2018 Oct - Dec	Nil*
	2019 Jan - Mar	Nil*
	2019 Apr - Jun	9
	2019 July - Sept	43
	2019 Oct - Dec	46
	2020 Jan - Mar	28
	2020 Apr - Jun	19

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

XX Yes

☐ No

☐ N/A

Which priority does this report support?

XX Modernization and Efficiency

XX Partnerships

XX Municipal Infrastructure

☐ Alignment and Integration

Prepared By:	Dale Small, Economic Development Officer	<i>Dale Small</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



Staff Report

To: Mayor and Members of Council Meeting of Sept 14th, 2020

From: Dale Small
Economic Development Officer

Subject: EDO 2020-021 Wellington North Shop Local Program
Sidewalk Saturday Celebrations

RECOMMENDATION

THAT Council of the Corporation of Township of Wellington North receive for information Report EDO 2020-021 being an update on the Wellington North Shop Local Program and specifically the Sidewalk Saturday Celebrations

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2020-014 dated July 13th, 2020

BACKGROUND

Providing support to the local business community has always been a major priority for the Economic Development Office and helping them navigate COVID 19 has been the main focus of this support over the past six months. Our Wellington North Shop Local Program will continue to be a high priority as we gradually re-open more services and Public Health reduce restrictions and we will continue to encourage the community to support local, shop local and help our business community move forward.

In partnership with the Mount Forest Chamber we recently launched ShopWellingtonNorth, an online platform for local businesses in Mount Forest, Arthur, and surrounding area to put their gift cards and a select number of products for sale online. As an added incentive \$100 gift cards are being purchased from the first fifty businesses who sign-up on ShopWellingtonNorth and at the present time we are partnering on a promotion that will recognize the 100th purchase on this platform. Over the coming months we will continue to promote this program and look forward to more businesses signing on and more local on-line purchases being made.

On July 14th we asked for council's support with our Shop Local Program by sponsoring the closure of our Main Streets to vehicle traffic, all four Saturdays in August. The closure enabled us to have our businesses, Farmers Market vendors and not-for-profits setup on the sidewalks and ensured that physical distancing could be accommodated in a safe and comfortable environment. The main focus around these "Sidewalk Saturday Celebrations" was to support local businesses and encourage the community to come out, shop local, support local, and help our community re-open.

Traffic was detoured off our downtowns from 7:30am – 5:00pm and by all counts the four days of celebrations were a huge success. I would like to thank council for providing us with the opportunity and supporting the street closures and also for coming out and participating in our Sidewalk Saturday Celebrations. Closing a Main Street, especially one that is a provincial highway, does not happen without some challenges. That being said we received very few complaints (<5) and the number of positive comments received on social media, from the Chambers of Commerce and from just being on the street for the four days were many.

One major positive that came out of the celebrations was providing the community with the opportunity to get out, socialize and reconnect. With COVID 19 and everything being closed down for so long the community really needed this opportunity and many said how great it was to be out, walking down our Main Streets and enjoying the celebrations. They also welcomed the opportunity to support local and I know that many of the businesses that participated also had their best sales days for 2020 during the Sidewalk Saturday Celebrations.

In addition to council I would like to specifically recognize the contributions and support from the following individuals/groups. It takes many hands to have a successful celebration and these people specifically were very key to its success:

- **Jacklyn Winter, Paula Coffey, and Tom Gorecki** from the Arthur Chamber of Commerce
- **Nicole McReynolds** from Backyard Bounties who helped to organize the Farmers & Artisans Market for the Arthur celebrations
- **Kayla Morton, Amanda Boylan, and Natalie Overholt** from the Mount Forest Downtown Retail Committee
- **Harry Engel** and the **Wellington North Farmers Market** vendors for moving the Market to Main Street for the Mount Forest celebrations
- **Rob Mattice, Lauren West** and **88.7 The River** for participating at all four celebrations and for arranging the live entertainment. Many people mentioned how much the entertainment added to the atmosphere on the street.
- **Matt Aston** and his **Roads Team** members who setup and took down the detours and road barriers and ensured that traffic flowed smoothly around our downtowns.

Many people have suggested we make this an annual event and that will be the subject of future discussions. I was personally disappointed with the number of Main Street businesses who choose to not participate in the Sidewalk Celebrations and instead stayed inside their store. The purpose of closing our Main Street was to allow for sidewalk shopping and so those in our community who were not comfortable going into a store would not have too. I also felt that those businesses who did not participate also took away something from those who did.

I do recognize and respect that each business owner has to do what they think is best for their business. That being said, if it is decided in future years to do this again, my suggestion/recommendation would be to close a side street, like King Street in Mount Forest and Charles Street in Arthur, to hold the celebrations. This way the Farmers Market, Artisans, Not-For-

Profits, live entertainment, etc. as well as any business who wants to participate could setup on the side street.

FINANCIAL CONSIDERATIONS

Expenses for the four days of celebrations will come in around \$10,000. This includes promotion on our two local Community Radio Stations, 88.7 The River & 101.1 The Grand, as well as advertisements in The Wellington Advertiser. Other costs include live entertainment and additional signage required to help with the detours.

We believe these expenditures maybe eligible for funding under the Safe Restart Agreement with the MMAH. Should they however be deemed ineligible we would cover as follows:

- \$5,000 from Grants & Donations. In April, Wellington North council approved this amount of funding to help our communities reopen after COVID 19.
- \$3,000 from Wellington County who had allocated this funding to each municipality in support of our shop local programs.
- \$2,000 from the Economic Development Office, 2020 Operating budget

MOUNT FOREST SIDEWALK CELEBRATION





ARTHUR SIDEWALK CELEBRATION

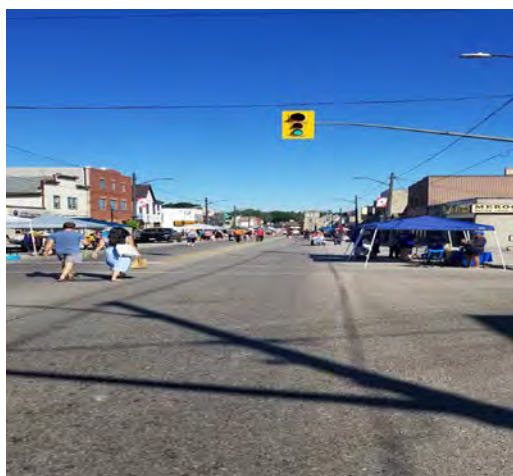


SIDEWALK SALE SATURDAYS
Music & Entertainment by
88.7 FM
The River
LOCAL RADIO AT IT'S BEST

ARTHUR NATIVE!
Sarah Smith
RETURNS
Arthur - August 29



What is wrong with this picture?



STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

XX Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

XX Partnerships

☐ Municipal Infrastructure

XX Alignment and Integration

Prepared By: Dale Small, Economic Development Officer *Dale Small*

Recommended By: Michael Givens, Chief Administrative Officer *Michael Givens*

9/09/20

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
76197	Battlesfield Industries Limite	8/20/20	\$339.69
76198	Bell Mobility	8/20/20	\$1,812.98
76199	Broadline Equipment Rental Ltd	8/20/20	\$499.23
76200		8/20/20	\$305.10
76201	Corporate Express Canada Inc.	8/20/20	\$100.57
76202		8/20/20	\$400.00
76203	Horrigan Overhead Doors 2019	8/20/20	\$569.52
76204	Jim's Auto Service	8/20/20	\$254.92
76205	Loughran Electric	8/20/20	\$293.35
76206	Ont Mun Employee Retirement	8/20/20	\$61,713.44
76207	Openspace Solutions Inc.	8/20/20	\$379.68
76208	Dan and Heather Parkinson	8/20/20	\$761.45
76209	Premier Equipment Ltd.	8/20/20	\$4,255.44
76210	Reliance Home Comfort	8/20/20	\$156.26
76211	Suncor Energy Inc.	8/20/20	\$6,564.46
76212	TD Wealth	8/20/20	\$1,187.14
76213	Telizon Inc.	8/20/20	\$778.19
76214	Vintex Inc.	8/20/20	\$586.05
76215	Waste Management	8/20/20	\$1,274.64
76216	Mitchell Webster & Brandy MacD	8/20/20	\$885.60
76217	Wellington Advertiser	8/20/20	\$194.36
76218	Wellington Catholic Dist Sch B	8/20/20	\$1,857.00
76219	Wightman Telecom Ltd.	8/20/20	\$675.42
76220		8/20/20	\$365.25
76221	Workplace Safety & Ins Board	8/20/20	\$10,020.45
76222	Young's Home Hardware Bldg Cen	8/20/20	\$141.35
EFT0000886	ABC Recreation Ltd.	8/20/20	\$459.91
EFT0000887	Agdrain Inc.	8/20/20	\$68,891.26
EFT0000888	Andy's Mobile Lock Service Inc	8/20/20	\$2,886.30
EFT0000889	Arthur Home Hardware Building	8/20/20	\$374.27
EFT0000890	Artic Clear 1993 Inc.	8/20/20	\$121.60
EFT0000891	Bailey Repair Services	8/20/20	\$1,140.54
EFT0000892	B M Ross and Associates	8/20/20	\$21,050.23
EFT0000893	Brandt Cambridge	8/20/20	\$728.78
EFT0000894	CARQUEST Arthur Inc.	8/20/20	\$205.82
EFT0000895	Carson Supply	8/20/20	\$1,105.19
EFT0000896	Cedar Signs	8/20/20	\$93.60
EFT0000897	CMT Engineering Inc.	8/20/20	\$1,209.10
EFT0000898	Code 4 Fire & Rescue Inc	8/20/20	\$2,286.44
EFT0000899	County of Wellington	8/20/20	\$17,670.00
EFT0000900	Canadian Union of Public Emplo	8/20/20	\$2,545.25

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0000901	Decker's Tire Service	8/20/20	\$395.50
EFT0000902	FOSTER SERVICES/822498 ONT INC	8/20/20	\$1,457.70
EFT0000903	HETEK Solutions Inc.	8/20/20	\$1,310.51
EFT0000904	Homewood Health Inc.	8/20/20	\$1,220.40
EFT0000905	Hort Manufacturing (1986) Ltd.	8/20/20	\$132.16
EFT0000906	Ideal Supply Inc.	8/20/20	\$233.97
EFT0000907	International Trade Specialist	8/20/20	\$334.16
EFT0000908	M & L Supply, Fire & Safety	8/20/20	\$95.73
EFT0000909	Maple Lane Farm Service Inc.	8/20/20	\$299.68
EFT0000910	Marcc Apparel Company	8/20/20	\$607.60
EFT0000911		8/20/20	\$431.66
EFT0000912	North Wellington Co-op Service	8/20/20	\$1,143.72
EFT0000913	PACKET WORKS	8/20/20	\$169.50
EFT0000914	Pine Corner Tree Farm	8/20/20	\$1,118.70
EFT0000915	Pryde Truck Service Ltd.	8/20/20	\$625.93
EFT0000916	The Public Sector Digest Inc.	8/20/20	\$237.71
EFT0000917	Raynbow Signs	8/20/20	\$271.20
EFT0000918	ROBERTS FARM EQUIPMENT	8/20/20	\$431.45
EFT0000919	SGS Canada Inc.	8/20/20	\$1,473.52
EFT0000920	Shred All Ltd.	8/20/20	\$67.80
EFT0000921	Upper Grand Dist School Board	8/20/20	\$6,501.00
EFT0000922	Viking Cives Ltd	8/20/20	\$30.51
EFT0000923	Wellington Construction Contra	8/20/20	\$990,799.56
EFT0000924	Wellington North Power	8/20/20	\$999.05
EFT0000925	WJF Instrumentation (1990) Ltd	8/20/20	\$576.30
76223		8/26/20	\$1,133.39
76224		8/26/20	\$1,900.00
76225	Bell Canada	8/26/20	\$18.02
76226	Bluewater Fire & Security	8/26/20	\$51.42
76227	Broadline Equipment Rental Ltd	8/26/20	\$183.51
76228		8/26/20	\$1,900.00
76229		8/26/20	\$300.00
76230		8/26/20	\$1,900.00
76231		8/26/20	\$200.00
76232	Fergus Printing Inc	8/26/20	\$452.23
76233	Horrigan Overhead Doors 2019	8/26/20	\$141.25
76234		8/26/20	\$1,900.00
76235	Hydro One Networks Inc.	8/26/20	\$2,292.70
76236		8/26/20	\$1,900.00
76237	Kronos Canadian Systems Inc.	8/26/20	\$1,130.01
76238	Manulife Financial	8/26/20	\$29,315.55
76239	Mount Forest Foodland	8/26/20	\$42.50
76240		8/26/20	\$100.00
76241		8/26/20	\$300.00
76242	Suncor Energy Inc.	8/26/20	\$6,568.77
76243	Enbridge Gas Inc.	8/26/20	\$26.15

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
76244	USTI Canada, Inc.	8/26/20	\$2,211.98
76245		8/26/20	\$1,900.00
76246	Wellington Advertiser	8/26/20	\$242.95
76247	W.H.A. Publications	8/26/20	\$237.13
76248	Yard Weasels Inc.	8/26/20	\$220.35
76249	Young's Home Hardware Bldg Cen	8/26/20	\$107.33
EFT0000926	A J Stone Company Ltd.	8/26/20	\$737.14
EFT0000927	ALS Laboratory Group	8/26/20	\$2,789.29
EFT0000928	Arthur & District Chamber of C	8/26/20	\$250.00
EFT0000929	Arthur Home Hardware Building	8/26/20	\$4.61
EFT0000930	Brandt Tractor Ltd	8/26/20	\$288,150.00
EFT0000931	CIMA Canada Inc.	8/26/20	\$35,630.15
EFT0000932	Da-Lee Dust Control	8/26/20	\$22,654.65
EFT0000933	Decker's Tire Service	8/26/20	\$135.60
EFT0000934	Digital Postage On Call	8/26/20	\$5,650.00
EFT0000935	Frey Communications	8/26/20	\$7,884.53
EFT0000936	Ideal Supply Inc.	8/26/20	\$427.62
EFT0000937	Innovative Surface Solutions C	8/26/20	\$3,228.74
EFT0000938	International Trade Specialist	8/26/20	\$28.19
EFT0000939		8/26/20	\$95.60
EFT0000940	Marcc Apparel Company	8/26/20	\$189.39
EFT0000941	Moorefield Excavating Limited	8/26/20	\$651,983.59
EFT0000942	North Wellington Co-op Service	8/26/20	\$48.12
EFT0000943	Purolator Inc.	8/26/20	\$11.92
EFT0000944	Sanigear	8/26/20	\$698.06
EFT0000945	Wellington North Power	8/26/20	\$71,493.68
76250	Arthur Foodland	9/09/20	\$17.94
76251	Broadline Equipment Rental Ltd	9/09/20	\$2,153.93
76252	Chalmers Fuels Inc	9/09/20	\$331.74
76253	Corporate Express Canada Inc.	9/09/20	\$149.05
76254	Central Square Canada Software	9/09/20	\$121.48
76255	Evoqua Water Technologies	9/09/20	\$984.89
76256		9/09/20	\$1,148.00
76257	Horizon Date Services Ltd.	9/09/20	\$1,728.90
76258	Hydro One Networks Inc.	9/09/20	\$225.53
76259	Jim's Auto Service	9/09/20	\$101.70
76260	Kenilworth Feed Service Ltd.	9/09/20	\$912.50
76261	Kraemer LLP	9/09/20	\$1,502.24
76262		9/09/20	\$1,020.00
76263	The Lost Tattoo	9/09/20	\$975.00
76264		9/09/20	\$300.00
76265		9/09/20	\$1,900.00
76266	Martin Agri-Drainage Ltd	9/09/20	\$248.04
76267	MOLOK NORTH AMERICA LTD	9/09/20	\$378.00
76268	The Murray Group Limited	9/09/20	\$275,182.34
76269	North Valley Poultry Inc.	9/09/20	\$587.44

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
76270	Premier Equipment Ltd.	9/09/20	\$813.27
76271	Royal Bank Visa	9/09/20	\$6,064.64
76272		9/09/20	\$400.00
76273	Suncor Energy Inc.	9/09/20	\$4,046.06
76274	Trevor Roberts Auto Repair	9/09/20	\$435.81
76275	Trillium Ford Lincoln	9/09/20	\$230.43
76276	Uline	9/09/20	\$1,406.33
76277	Enbridge Gas Inc.	9/09/20	\$3,617.16
76278	Laverne Weber	9/09/20	\$38,979.47
76279	Wellington Advertiser	9/09/20	\$2,198.42
76280		9/09/20	\$100.00
76281	Young's Home Hardware Bldg Cen	9/09/20	\$144.37
EFT0000946	Agrisan SC Pharma	9/09/20	\$4,988.35
EFT0000947	ALS Canada Ltd.	9/09/20	\$261.04
EFT0000948	Arthur Home Hardware Building	9/09/20	\$370.68
EFT0000949	Artic Clear 1993 Inc.	9/09/20	\$7.60
EFT0000950	Barclay Wholesale	9/09/20	\$320.25
EFT0000951	Blackline Consulting	9/09/20	\$14,975.41
EFT0000952	CARQUEST Arthur Inc.	9/09/20	\$34.93
EFT0000953	Carson Supply	9/09/20	\$123.42
EFT0000954	Cimco Refrigeration	9/09/20	\$6,763.05
EFT0000955	Clark Bros Contracting	9/09/20	\$21,554.75
EFT0000956	CMT Engineering Inc.	9/09/20	\$5,560.73
EFT0000957	Coffey Plumbing, Div. of KTS P	9/09/20	\$1,403.87
EFT0000958	County of Wellington	9/09/20	\$40.00
EFT0000959	CW AND COMPANY	9/09/20	\$288.15
EFT0000960	Darch Fire	9/09/20	\$584.26
EFT0000961	Darroch Plumbing Ltd.	9/09/20	\$4,985.18
EFT0000962	Decker's Tire Service	9/09/20	\$367.25
EFT0000963	Dewar Services	9/09/20	\$1,865.79
EFT0000964	Eric Cox Sanitation	9/09/20	\$1,538.10
EFT0000965	FOSTER SERVICES/822498 ONT INC	9/09/20	\$5,696.33
EFT0000966	FOXTON FUELS LIMITED	9/09/20	\$5,410.99
EFT0000967	Frey Communications	9/09/20	\$319.78
EFT0000968	G & H Small Engines	9/09/20	\$73.45
EFT0000969	J J McLellan & Son	9/09/20	\$909.76
EFT0000970	Lange Bros.(Tavistock) Ltd	9/09/20	\$5,085.00
EFT0000971	Maple Lane Farm Service Inc.	9/09/20	\$342.39
EFT0000972	Martins TLC	9/09/20	\$5,324.56
EFT0000973		9/09/20	\$5.60
EFT0000974		9/09/20	\$84.75
EFT0000975	Moorefield Excavating Limited	9/09/20	\$77,330.69
EFT0000976	North Wellington Co-op Service	9/09/20	\$322.96
EFT0000977	Ontario One Call	9/09/20	\$133.59
EFT0000978	PETRO-CANADA	9/09/20	\$3,165.49
EFT0000979	Purolator Inc.	9/09/20	\$5.96

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0000980	RLB LLP	9/09/20	\$17,967.00
EFT0000981	ROBERTS FARM EQUIPMENT	9/09/20	\$285.69
EFT0000982	Rural Routes Pest Control Inc.	9/09/20	\$84.75
EFT0000983	Spacesaver Solutions Inc.	9/09/20	\$111.15
EFT0000984	Stephen Hale	9/09/20	\$1,423.80
EFT0000985	Triton Engineering Services	9/09/20	\$36,976.62
EFT0000986	Wellington Construction Contra	9/09/20	\$314,790.78
Total Amount of Cheques:			\$3,267,159.55



Staff Report

To: MAYOR AND MEMBERS OF COUNCIL MEETING OF SEPTEMBER 14, 2020

From: Dale Clark, Manager of Transportation Services

Subject: REPORT PW 2020-026 BEING A REPORT ON THE TOWNSHIP'S SPEED LIMIT BY-LAW

RECOMMENDATION

THAT Council of the Township of Wellington North receive report PW 2020-026 being a report on the Township's speed limit by-law;

AND FURTHER THAT Council direct staff to take the necessary actions to reduce the speed limit on Sideroad 3 West from Sally Street to Wellington Road 6 from 80km/hr to 60km/hr speed limit;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign a by-law to amend by-law 060-15 to reduce the speed limit on Sideroad 3 West from Sally Street to Wellington Road 6 from 80km/hr to 60km/hr.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

NA

BACKGROUND

Customer concerns have been received by Township staff about the speed of traffic and pedestrian safety along Sideroad 3 West between Sally Street and Wellington County Road 6.

In the past, Township staff have deployed our portable radar sign on Sideroad 3 West.

Township staff have also consulted with the OPP about this stretch of Sideroad 3 West.

FINANCIAL CONSIDERATIONS

The cost and installation of speed limit sign is minimal with annual inspection and maintenance being negligible.

ATTACHMENTS

NA

STRATEGIC PLAN

Do the report's recommendations align with our Strategic Areas of Focus?

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☒ Municipal Infrastructure

☐ Alignment and Integration

Speed limits are one tool that the Township can use to support traffic safety on our roads. Speed limits on Township roads are enforceable if they are signed and established by a "rate of speed" by-law.

Prepared By:	Dale Clark, Manager of Transportation	<i>Dale Clark</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



Staff Report

To: Mayor and Members of Council Meeting of May 19, 2020

From: Karren Wallace, Director of Legislative Services/Clerk

Subject: CLK 2020-017 Report on Amended Council meeting schedule for 2020 and Council meeting dates for 2021

RECOMMENDATION

THAT the Corporation of the Township of Wellington North receive for information Report CLK 2020-017 being a report on an amended Council meeting schedule for 2020 and setting Council meeting dates for 2021.

AND FURTHER THAT Council adopts the amended Council meeting schedule for 2020 Meeting Schedule.

AND FURTHER THAT Council adopts Council meeting schedule for 2021.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2020-012 being a report on an amended Council meeting schedule for 2020

CLK 2019-025 being report on Council meeting schedule for 2020

CLK 2018-010 being a report on Council meeting schedule for 2019

CLK 2017-035 being a report on Council meeting schedule for 2018

BACKGROUND

On June 24, 2019 Council approved the 2020 Council meeting dates and times by resolution 2019-172. As of a result of COVID 19, and the continued use of Zoom for the foreseeable future, an amended Council meeting schedule is proposed in Schedule A hereto.

Further, the 2021 Council meeting schedule is proposed in Schedule B hereto.

FINANCIAL CONSIDERATIONS

There is no financial implication in receiving this report or adopting the recommendation.

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☒ Modernization and Efficiency

☒ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

By setting the 2021 Council meeting dates, it gives Council, staff, press and the public adequate time to plan their personal and corporate schedules.

Prepared By:	Karren Wallace, Director Legislative Services/Clerk	<i>Karren Wallace</i>
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Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>
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WELLINGTON NORTH

SEMPER PORRO

SCHEDULE "A"
2020 AMENDED COUNCIL MEETING SCHEDULE
 (Report CLK 2019-025
 amended CLK 2020-012)

CURRENT	PROPOSED	TIME
Monday, October 19	TUESDAY Oct 13	7:00 PM ZOOM
Monday November 2	Monday October 26	7:00 PM ZOOM
Monday, November 16	Monday Nov 9	7:00 PM ZOOM
Monday, November 30	Monday Nov 23	7:00 PM ZOOM
Monday, December 14	Monday Dec 14	7:00 PM ZOOM



WELLINGTON NORTH

SEMPER PORRO

SCHEDULE "B" 2021 COUNCIL MEETING SCHEDULE (Report CLK 2020-017)

CURRENT	TIME	LOCATION OR ZOOM
Monday, January 11	2:00 PM	TBD
Monday, January 25*	7:00 PM	TBD
Monday, February 8	2:00 PM	TBD
Monday, February 22**	7:00 PM	TBD
Monday, March 8	2:00 PM	TBD
Monday, March 22	7:00 PM	TBD
Monday, April 12	2:00 PM	TBD
Monday, April 26	7:00 PM	TBD
Monday, May 10	2:00 PM	TBD
Tuesday, May 24	7:00 PM	TBD
Monday, June 14	2:00 PM	TBD
Monday, June 28	7:00 PM	TBD
Monday, July 12	2:00 PM	TBD
Monday, July 26	7:00 PM	TBD
Monday, August 9	2:00 PM	TBD
Monday, August 23	7:00 PM	TBD
Monday, September 13	2:00 PM	TBD
Monday, September 27	7:00 PM	TBD
TUESDAY, October 12	2:00 PM	TBD
Monday October 25	7:00 PM	TBD
Monday, November 8	2:00 PM	TBD
Monday, November 22	7:00 PM	TBD
Monday, December 13	2:00 PM	TBD

*Rural Association of Ontario Conference

**Ontario Good Roads Association Conference
AMO (August 15-18th)



Staff Report

To: Mayor and Members of Council Meeting of September 14, 2020

From: Karren Wallace, Director of Legislative Services/Clerk

Subject: CLK 2020-018 Bill 156 Security from Trespass and Protecting Food Safety Act

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-018 being a report on Bill 156, Security from Trespass and Protecting Food Safety Act.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Bill 156, Security from Trespass and Protecting Food Safety Act received first reading in the Ontario Legislature on December 2, 2019 and Royal Assent on June 16, 2020 but was not proclaimed.

The legislation is intended to protect farm animals, the food supply, farmers and others from risks that are created when trespassers enter places where farm animals are kept or when persons engage in unauthorized interactions with farm animals. The risks include the risk of exposing farm animals to disease and stress, as well as the risk of introducing contaminants into the food supply.

On September 2, 2020 a partial proclamation of the legislation was declared. Specifically, Sections 6(1), 7, 14(1)[3] and 15(1) of the Act were proclaimed, making it an offence to stop, hinder, obstruct or otherwise interfere with a motor vehicle transporting farm animals.

Regulation 950 under the Provincial Offences Act (POA) is also being amended so that tickets can be issued under Part I of the POA for a contravention of section 6(1) of the Act. This approach will allow for more immediate use of the relevant provisions to address the obstruction of motor vehicles transporting farm animals.

A Discussion Paper has been posted on the regulatory registry, outlining the Ministry's proposed approach for the regulatory items that are needed to make the rest of the Act come into force. It will be posted for public comment for 45 days, closing on October 15, 2020. Comments can also be sent directly by email to SecurityFromTrespass.OMAFRA@ontario.ca.

The remaining sections of the Act come into force upon proclamation by the Lieutenant Governor in Council once the regulations are in place.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

ATTACHMENTS

The Act can be read in its entirety at this link: https://www.ola.org/sites/default/files/node-files/bill/document/pdf/2020/2020-06/b156ra_e.pdf

Correspondence dated August 31, 2020 from Ernie Hardeman, Minister of Agricultural Food and Rural Affairs

The Regulatory registry posting and Discussion paper are at this link:
<https://www.ontariocanada.com/registry/view.do?postingId=33807&language=en>

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

☒ Yes

☐ No

☐ N/A

Prepared By:	Karren Wallace, Director Legislative Services/Clerk	<i>Karren Wallace</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



August 31, 2020

Mr. Mike Givens
CAO
Township of Wellington North
mgivens@wellington-north.com

Dear Mr. Givens:

Over the past 2 years, our government has heard from farmers, municipalities and the broader agriculture community about the threat of on-farm trespass activities. We have heard that farmers are worried for their own safety, the safety of their families, their employees as well as the safety of their animals.

We listened to your concerns, and back in December 2019, I was honoured to introduce the [Security from Trespass and Protecting Food Safety Act, 2020](#) and to act on our government's commitment to protect farmers, agri-food businesses, farm animals and our food supply from the risks of trespass activities. The Act received Royal Assent on June 18, 2020.

I appreciate the strong support that I have received from our stakeholder partners, like you, on such an important piece of legislation. The COVID-19 outbreak has shown us now more than ever, how important it is to have a steady, reliable food supply and to protect the health and safety of the agri-food workers who help feed us.

As you may be aware, we have recently seen a public safety situation grow more urgent. Earlier this summer a demonstrator tragically died outside a meat processing plant. Since then, we have seen heightened tensions leading to greater risks for everyone involved. This has created a significant public safety concern that must be addressed to ensure everyone's safety.

As a result, I am announcing today a partial proclamation of the [Security from Trespass and Protecting Food Safety Act, 2020](#) that will come into effect on Wednesday September 2, 2020 at 12:01AM to address these immediate public safety concerns.

.../2



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

- 2 -

We are proclaiming sections 6(1), 7, 14(1)[3] and 15(1) of the Act, making it an offence to stop, hinder, obstruct or otherwise interfere with a motor vehicle transporting farm animals.

Regulation 950 under the [Provincial Offences Act \(POA\)](#) is also being amended so that tickets can be issued under Part I of the POA for a contravention of section 6(1) of the Act. This approach will allow for more immediate use of the relevant provisions to address the obstruction of motor vehicles transporting farm animals.

I am also pleased to inform you that a [Discussion Paper](#) has been posted on the regulatory registry, outlining the ministry's proposed approach for the regulatory items that are needed to make the rest of the Act come into force. It will be posted for public comment for 45 days, closing on October 15, 2020. Comments can also be sent directly by email to SecurityFromTrespass.OMAFRA@ontario.ca.

I understand the importance and urgency of this Act to many across the sector. However, before the remaining sections can be proclaimed into force, a number of items must be prescribed via a regulation to operationalize the Act. These regulations are needed to ensure the act is clear, easily interpreted and fulfils its intended purposes. It is important that we take the time to hear from those impacted so we can take those comments into consideration in finalizing the regulation.

The remaining sections of the Act come into force upon proclamation by the Lieutenant Governor in Council. Once fully proclaimed into force, the Act will recognize the unique risks associated with trespassing on farms and at processing facilities.

I strongly encourage you to provide feedback and comments on this discussion paper. Your insights are valuable as we work to ensure the Minister's Regulation and the Act are fair and reasonable while also meeting the needs of industry. Your input is an important contribution to help shape the content and design of the Minister's Regulation.

Again, thank you for your support. I look forward to working with you to create a safe and healthy Ontario for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', with a large, stylized loop at the end.

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

London Road Mount Forest Concerns

While I appreciate the efforts the local Works Department has taken to suppress the dust on the northern section of London Road I am suggesting that it is not sufficient. As a resident of the east end of Durham St. E. we still find patio and porch furniture covered in dust in as little as one day. It is impossible to keep cars clean and, if windows are open dust continually filters into homes. I shudder to think what these conditions are doing to our lungs (mostly seniors). There are also environmental effects on nearby crops, and the effect on cars and environment from the calcium chloride. I am also assuming that a portion of the dust ends up in the storm sewer causing silt and possible other concerns.

Although I am not a Civil Engineer, I do have an Engineering background and have done some internet research. That research suggests the following:

1. One car per day per mile on untreated gravel creates 1 tonne per year of dust. If we consider .5 km of road, 400 cars per day, and that the present treatment is 70% effective, that is 38 tonnes of dust settling in our neighbourhood per year.
2. The amount of dust is depends on vehicle speed and almost doubles between 50 and 80 km per hour. We have pickups traveling up to 90 km per hour on this stretch. I am suggesting that the present speed indicator on the paved south section of the road one block from a stop sign is ineffective.
3. A value of $30 \mu\text{g}/\text{m}^3$ (24 hr) is the Canada-wide Standard (CWS) for $\text{PM}_{2.5}$, developed jointly by the Federal government and the Provinces, including Ontario, as a step towards the long-term goal of minimizing the risk that fine particles impose on human health and the environment. Achievement of the $\text{PM}_{2.5}$ CWS (by the year 2010) in various airsheds is to be based on the 24 hour 98th percentile ambient measurement annually, averaged over three consecutive years. I am not sure if the municipality has done these studies but



NOTICE OF STUDY COMMENCEMENT

County of Wellington

Wellington Road 109 Bridges

From Highway 6 to Sideroad 7, Township of North Wellington

Schedule C Municipal Class Environmental Assessment

The Study

Wellington County Road 109 crosses the Conestogo River at four locations between Highway 6 and Sideroad 7, southeast of community of Arthur. The bridges at all four crossings are in an advanced state of deterioration with some elements identified as not meeting current standards. The County is considering all options to address these conditions including: bridge rehabilitations, bridge replacements, and the feasibility of a localized permanent realignment of Wellington Road 109 that would eliminate or reduce the multiple bridge crossings. WSP has been retained by the County of Wellington to complete a Municipal Class EA Study to address these items.

The Process

In accordance with the requirements for Schedule C projects of the Municipal Class Environmental Assessment. The Study will define the problem, identify and evaluate alternative solutions and design concepts, recommend a design, assess potential impacts and identify mitigation measures associated with the preferred design. The study will consider numerous aspects including but not limited to: construction staging and traffic delays during construction, potential for property and business impacts, heritage values and protection of the natural environment.

Comment Invited

A key component of the study will be consultation with interested stakeholders including public, agencies and Indigenous communities. We want to ensure that anyone with an interest in this study has the opportunity to provide input and feedback. There will be opportunities at key project milestones to review information and provide input to the decision-making process. Project updates will be posted on the Wellington County website www.wellington.ca. Upon completion of the study, the planning process and recommendations will be documented in an Environmental Study Report (ESR) and made available for public review.

If you have any questions or concerns at any time during the study, or wish to be placed on the study mailing list to receive study notices directly, please contact either of the project team members below:

Joe de Koning, P.Eng.
Construction Manager
 County of Wellington
 74 Woolwich Street
 Guelph ON N1H 3T9
 519.837.2601 x 2270
joedk@wellington.ca

William Van Ruyven, P.Eng.
Consultant Project Engineer
 WSP Canada Group Limited
 610 Chartwell Road, Suite 300
 Oakville ON L6J 4A5
 905.823.8500
william.vanruyven@wsp.com

Covid-19

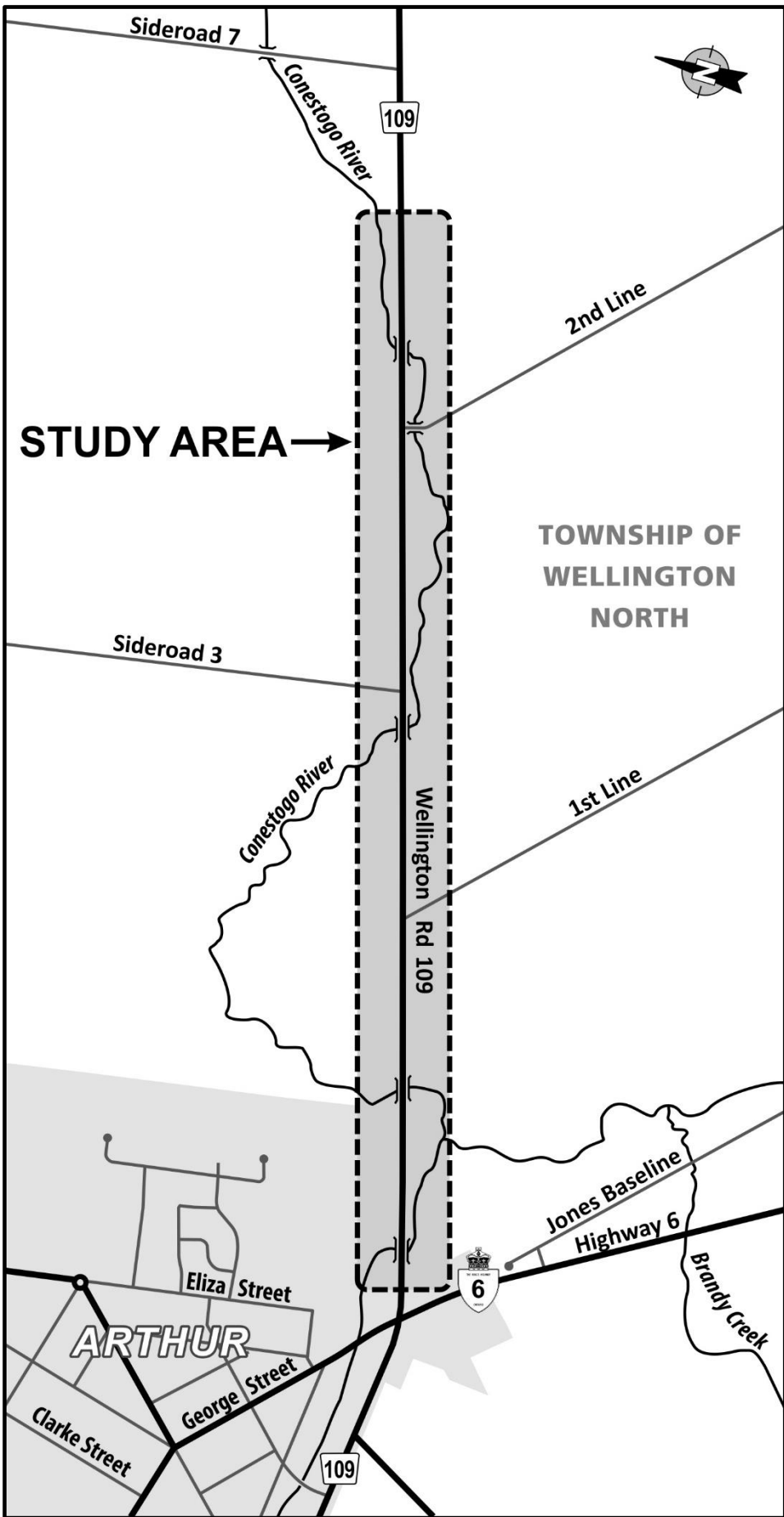
The County is keeping the community safe by complying with provincial guidelines, supporting physical distancing, and postponing in-person public meetings. Consultation and opportunities for public input will focus on web-based information packages with accommodations for alternative formats, as requested.

Information will be collected in accordance with the Freedom of Information and Protection of Privacy Act and will become part of the public record.



Alternate Formats Available Upon Request

Wellington Road 109 Bridges
KEY PLAN



very much doubt that the immediate area, would even be close to the standard.

4. I believe the cost of treatment, additional aggregate, grading, sweeping, and silt removal is at least \$5,000 to \$10,000 per year for this gravel section. If we take the lower number of \$5,000 and index it 5% for inflation the 10 year cost would be \$62,000 and the 20 year cost \$165,000. I am told that the initial cost to pave 500 meters is \$40,000 and maintenance would not be required till year 10 at about \$200 per year. Again indexing repairs at 5% the 10 year cost to pave would be \$40,200 and the 20 year cost \$43,000.
5. I appreciate there are reasons this stretch of road has not been paved but would suggest that additional cost for connecting the new cul-de sac development would not be prohibitive based on the above cost analysis.
6. Pavement would have considerable noise reduction over the gravel.
7. This is no longer a rural road and is providing access to a growing residential area. This is often a factor considered for paving.

A couple of personal observations may also be helpful. When we first moved in (May 1st of this year) I left my car in the driveway. Although rinsed with the hose a couple of times a baked on oily haze began to develop on the finish and windows. So much so that visibility was starting to be impaired. I could not remove it with water, water and detergent, water and vinegar, and even Windex . I finally got most off with a commercial cleaner/polish. That project is ongoing but the car remains in the garage from now on.

I have also noticed a number of people including children walking the road, some with dogs. Besides breathing in the dust, there a stones flying from passing traffic. Some drivers slow down but most just continue by. There are stones on the lawn across the ditch as evidence of this. Eventually someone may get hurt.

Some references used:

<https://md.bonnyville.ab.ca/DocumentCenter/View/907>

<https://fcm.ca/sites/default/files/documents/resources/guide/infraguide-dust-control-unpaved-roads-mamp.pdf>

<https://www.ontario.ca/page/ontarios-ambient-air-quality-criteria-sorted-contaminant-name#fn8>

<http://conf.tac-atc.ca/english/resourcecentre/readingroom/conference/conf2007/docs/s4/Swan.pdf>

Don Nickell,

504 Durham St. E. Mount Forest, N0G2L4

Aug 25, 2020

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

BY-LAW NUMBER 073-20

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF
CONNECTING LINKS PROGRAM CONTRIBUTION AGREEMENT
WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO (as
represented by the Minister of Transportation) AND
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON
NORTH FOR GEORGE/SMITH STREET ARTHUR**

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

1. That the Corporation of the Township of Wellington North enter into an agreement with Her Majesty the Queen in Right of Ontario (as presented by the Minister of Transportation) in substantially the same form as the agreements attached hereto as Schedule "A" for George/Smith Street Arthur.
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 14TH DAY OF SEPTEMBER, 2020.**

ANDREW LENNOX, MAYOR

KARREN WALLACE CLERK

CONNECTING LINKS PROGRAM CONTRIBUTION AGREEMENT**BETWEEN:****HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO**

as represented by the Minister of Transportation

("Ontario")

– and –

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the "Recipient")

WHEREAS the Government of Ontario has created the Connecting Links Program to provide funding to help municipalities construct and repair roads and bridges on designated Connecting Links;

AND WHEREAS subsection 21(1) of the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, c. P.50, as amended from time to time, (hereinafter referred to as, the "Act") states that the Minister of Transportation may designate a highway or part of a highway as a Connecting Link between parts of the King's Highway or as an extension of the King's Highway, to be constructed and maintained by the Recipient road authority having jurisdiction over the highway;

AND WHEREAS subsection 21(2) of the Act states that every such highway remains under the jurisdiction and control of the road authority;

AND WHEREAS subsection 44(1) of the *Municipal Act, 2001* S.O. 2001, c. 25, s. 485(1) as amended from time to time, states that a municipality that has jurisdiction over the highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge;

AND WHEREAS the highway named in Schedule "A" to this Agreement is a highway under the jurisdiction and control of the Recipient and has been designated as a Connecting Link or as an extension to the Connecting Link by the Minister of Transportation in accordance with the subsection 21(1) of the Act;

AND WHEREAS subsection 116(1)(a) of the Act states that the Minister of Transportation may enter into agreements for the purpose of the Act, including agreements related to among other things the design and construction of any highway or bridge;

AND WHEREAS subsection 116(2) of the Act states that any such agreement may provide that a proportion of the costs arising from the agreement be paid out of the monies appropriated therefor by the Legislature;

AND WHEREAS the Recipient has applied to the Connecting Links Program for funding to assist the Recipient in carrying out the Project and Ontario wishes to provide funding for the Project;

AND WHEREAS the Recipient is eligible to receive funding under the Connecting Links Program to undertake a Project;

NOW THEREFORE, in accordance with the principles set out above, the mutual covenants and agreements herein and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledges, the Parties hereby agree as follows:

SECTION 1 INTERPRETATION

1.1 Definitions. For the purposes of this Agreement, the following terms shall have the following meanings described below.

“Act” means the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, c.P.50, as amended from time to time.

“Aboriginal Group” includes the Indian, Inuit and Métis peoples of Canada or any other group holding Aboriginal or treaty rights under section 35 of the *Constitution Act, 1982*.

“Adjust the Funds” means Ontario’s right to adjust, without limitation, liability, costs or penalty any Funds provided to the Recipient in respect of the Project under this Agreement.

“Agreement” means this agreement between Ontario and the Recipient, including all Schedules attached hereto.

“Arm’s Length” has the meaning given to it under the *Income Tax Act* (Canada) as in effect on the Effective Date of this Agreement.

“Auditor General” means the Auditor General of Ontario.

“BPSAA” means the *Broader Public Sector Accountability Act, 2010* (Ontario).

“Bridge” means a public bridge, and includes a bridge forming part of a highway or on, over, under or across which a highway passes.

“Business Day” means any day on which the Government of Ontario offices are generally open for business in the Province of Ontario.

“Communications Protocol” means the protocol set out under Schedule “F” of this Agreement.

“Conflict of Interest” includes any and all circumstances where the Recipient or any Person who has the capacity to influence the Recipient’s decisions has outside commitments, relationships or financial interests that could, or could be seen, to interfere with the Recipient’s objective, unbiased and impartial judgment relating to the Project or this Agreement.

“Connecting Link” means the highway named in Schedule “A” to this Agreement that is a highway under the jurisdiction of the Recipient and has been designated as a connecting link or as an extension of a King’s Highway by the Minister pursuant to subsection 21(1) of the Act.

“Connecting Links Program” means the program administrated by the Ministry of Transportation to provide funding for the costs of the Connecting Link in accordance with the Act and the Connecting Links Program Guide.

“Connecting Links Program Guide” means the Ministry’s document, entitled “Ministry of Transportation Connecting Links Program Guide,” as amended from time to time by the Ministry, that describes the Ministry’s Connecting Link Program.

“Contractor” means any third-party contractor that the Recipient retains to undertake any part of the work related to the construction of the Project.

“Consultant” means any third-party consultant, engineer, Project manager, architect or other service provider, as the case may be, the Recipient retains to undertake any part of the work related to the Project.

“Contract” means a contract between the Recipient and a third party at Arm’s Length whereby the latter agrees to provide a good or service for the Project in return for financial consideration that may be claimed as an Eligible Cost.

“Crown Agency” means a Crown Agency as defined in the *Crown Agency Act* (Ontario).

“Effective Date” means the date set out at Part B.1 of Schedule “B” of this Agreement.

“Eligible Costs” means the costs described in Part D.1 of Schedule “D” of this Agreement.

“End of Funds Date” means the date set out in Part C.3 of Schedule “C” of this Agreement.

“Event of Default” has the meaning given to it in section 15 of this Agreement.

“Expiration Date” means the date set out in Part B.4 of Schedule “B” of this Agreement.

“FIPPA” means the *Freedom of Information and Protection of Privacy Act* (Ontario).

“First Nation” means a band, as defined under section 2(1) of the *Indian Act* (Canada).

“Fiscal Year” means the period beginning April 1st in any year and ending on March 31st of the following year.

“Funds” means the total amount of funding Ontario is providing in Canadian currency to the Recipient under this Agreement, subject to the terms and conditions of this Agreement.

“Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct, trestle or any other structure incidental thereto, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

“Indemnified Party” means Her Majesty the Queen in Right of Ontario, Her Ministers, directors, officers, agents, appointees, servants and employees.

“Ineligible Costs” means the costs described under Part D.2 of Schedule “D” of this Agreement.

“King’s Highway” means a highway designated as a King’s Highway by the Lieutenant Governor in Council pursuant to the Act.

“Maximum Funds” means the amount set out under Part C.1 of Schedule “C” of this Agreement.

“Minister” means the Minister of Transportation.

“Ministry” means the Ministry of Transportation and any employees employed therewith.

“Ontario” means Her Majesty the Queen in Right of Ontario, as represented by the Minister of Transportation or any other Minister who may have authority to administer this Agreement, unless the context indicates otherwise.

“Parties” means Ontario and the Recipient.

“Party” means either Ontario or the Recipient, as the case may be.

“Project” means the Work to be performed for the project described in Schedule “A” of this Agreement.

“Project Completion Date” means the date set out in Part B.3 of Schedule “B” of this Agreement.

“PSSDA” means the *Public Sector Salary Disclosure Act, 1996* (Ontario).

“Reports” means the reports set out in section 13 of this Agreement and set out in Schedule “G” of this Agreement.

“Requirements of Law” means all applicable statutes, codes, acts, ordinances, orders, approvals, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability statutes, the *BPSAA*, the *PSSDA* and other type of broader public sector accountability statutes are deemed to be Requirements of Law.

“Substantial Completion” has the same meaning as “substantially performed”, as defined under section 2(1) of the *Construction Lien Act* (Ontario).

“Term” means the period of time beginning on the Effective Date of this Agreement and ending on the Expiration Date or the termination of this Agreement, whichever is shorter.

“Work” includes the goods and services to be performed to design, construct and reconstruct the Connecting Link and such other work described in the Connecting Links Program Guide consistent and necessary for the Project.

1.2 Reference To Statute Or Regulation. Any reference to a statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplanting or superseding such statute or regulations.

- 1.3 Singular/Plural And Gender Terms.** Each definition in this Agreement using a singular capitalized term or other word or phrase shall also apply to the plural form and such term, word or phrase and *vice versa*. All references to the masculine gender shall include reference to the feminine or neuter gender and vice versa in each case as the context may permit or require.
- 1.4 Pronouns.** Each use in this Agreement of a neuter pronoun shall be deemed to include the masculine and feminine variations thereof and *vice versa* and a singular pronoun shall be deemed to include a reference to the plural pronoun and *vice versa* in each case as the context may permit or require.
- 1.5 Sections And Other Headings.** The section and other headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.
- 1.6 Recitals.** The recitals to this Agreement do not form a part of the Agreement.
- 1.7 Accounting Terms, Calculations And Submission Of Financial Data.** All accounting terms not defined in this Agreement shall have the meanings usually ascribed to them. All calculations will be made and all financial data to be submitted will be prepared in accordance with the applicable accepted accounting principles in effect in Ontario.

SECTION 2 THE AGREEMENT

- 2.1 The Agreement.** The Agreement includes this document and the following Schedules attached to this document, as such Schedules may be amended from time to time in accordance with this Agreement.

Schedule

- "A" Project Description
- "B" Operational Requirements Under The Agreement
- "C" Financial Information For The Project
- "D" Eligible And Ineligible Costs
- "E" Aboriginal Consultation Requirements
- "F" Communications Protocol
- "G" Reporting Requirements

- 2.2 Conflict.** In the event of a conflict between any of the documents that form part of this Agreement, the conflict shall be resolved in the following descending order:
- (a) This document; and
 - (b) The Schedules attached to this document.
- 2.3 Expiration Date Of Agreement.** This Agreement shall expire on the Expiration Date, unless amended or terminated prior to this date in accordance with this Agreement.

SECTION 3

GENERAL ROLES AND RESPONSIBILITIES OF THE PARTIES UNDER THE AGREEMENT

- 3.1 *Provision Of Funds.*** Ontario agrees, subject to the terms and conditions of this Agreement to provide up to the Maximum Funds to the Recipient in accordance with Schedule “C” of this Agreement. The Recipient is solely responsible for securing any additional funding, if needed, to complete the Project. The Recipient must have such funding or have secured access to the funding prior to commencing the Project. Ontario may require proof that funding has been secured for the Project before providing any Funds under this Agreement.
- 3.2 *Ontario’s Role Under Agreement Strictly Limited To Providing Funds.*** The Recipient acknowledges and agrees that Ontario’s role is strictly limited to providing Funds and that Ontario will have no other involvement in the Project or its subsequent maintenance and operation. Ontario is not a manager, decision-maker nor an advisor to the Recipient in relation to the Project. Notwithstanding the generality of the foregoing and without limitation, the fact that Ontario may conduct performance reviews and/or audits as provided for hereinafter or issues directions under the terms and conditions of this Agreement shall not be construed by the Recipient as Ontario having a management, decision-making or advisory role. The Recipient further agrees that the Recipient will not seek to include Ontario as a decision-maker, advisor or manager of the Project through recourse to a third party, court, tribunal or arbitrator.
- 3.4 *Funds Limited To Specific Project.*** The Recipient shall only use the Funds being provided under this Agreement towards Project, as described in Schedule “A” of this Agreement. The Recipient further agrees that it will not make any changes to the Project, as described in Schedule “A” of this Agreement, without first obtaining Ontario’s prior written consent.
- 3.5 *Responsibility For Project.*** The Recipient acknowledges and agrees that the Recipient, as opposed to Ontario, is solely responsible for the undertaking, implementation, completion, operation and/or maintenance of the Project. The Recipient further agrees that the Recipient will not seek to hold Ontario responsible for the undertaking, implementation, completion, operation and/or maintenance of the Project through recourse to a third party, court, tribunal or arbitrator.
- 3.6 *Project Completion.*** The Project shall be Substantially Completed by the Project Completion Date.
- 3.7 *Project Financing.*** The Recipient acknowledges and agrees that:
- (a) It is solely responsible for making any alternative arrangements that may be required to obtain additional financing for the Project in the event that its original financing situation;
 - (b) It is solely responsible for covering any unapproved expenditures and cost overruns; and
 - (c) It is solely responsible for securing any additional financing required to complete the Project.
- 3.8 *Asset Retention.*** The Recipient shall comply with Part B.6 of Schedule “B” of this Agreement as it relates to the retention of any assets purchased, rehabilitated or built with Funds being provided under this Agreement.

- 3.9 Behavior Of Recipient.** The Recipient shall carry out any Project in an economical and business-like manner, in accordance with the terms and conditions of this Agreement, subject to any reasonable amendments Ontario may agree to or require from time to time in writing.
- 3.10 Ontario Not Responsible For Recipient Obtaining Permits Or Approvals.** For greater certainty, the Parties acknowledge and agree that the entering into this Agreement does not in any way obligate any regulatory authority established under an Act of the Ontario Legislature to issue any type of approval, license, permit or similar authorization that the Recipient may need or want in relation to the Project or to meet any terms or conditions under this Agreement
- 3.11 Ontario May Impose Additional Conditions On The Recipient.** Ontario may impose, at any time, such additional terms or conditions on the Recipient in terms of the Recipient's operations that relate to the use of any Funds which Ontario, acting reasonably, considers appropriate for the proper expenditure and management of the Funds. For greater certainty, any additional terms or conditions Ontario may impose shall be supplements to the existing terms and conditions of this Agreement as opposed to amendments to the terms and conditions of this Agreement.

SECTION 4 FUNDS

- 4.1 Use Of Funds.** Any Funds being provided under this Agreement shall only be used for the payment of Eligible Costs for the Project.
- 4.2 Deposit Of Funds In Interest-Bearing Account At Canadian Financial Institution.** The Recipient shall deposit and retain any Funds being provided under this Agreement in an interest-bearing account in the name of the Recipient at a Canadian financial institution in Canada.
- 4.3 Interest Earned By Recipient.** The Recipient shall report to Ontario the amount of any interest earned on any Funds provided to the Recipient under this Agreement in accordance with Reports set out under Schedule "G" of this Agreement. The Recipient shall, unless otherwise directed by Ontario, only use any interest earned on the Funds for Eligible Costs for the Project.
- 4.4 Cost Must Be An Eligible Cost.** For a cost to be considered an Eligible Cost and therefore eligible to be paid from the Funds being provided under this Agreement, the cost must be specifically set out under Part D.1 of Schedule "D" of this Agreement.
- 4.5 Ineligible Costs Shall Not Be Covered Under Agreement.** Any costs set out in Part D.2 of Schedule "D" of this Agreement are Ineligible Costs and shall not be eligible to be paid from the Funds being provided under this Agreement.
- 4.6 Ontario May Declare Costs To Be Eligible.** Despite section 4.4 of this Agreement, but subject to section 4.5 of this Agreement, costs not specifically set out in Part D.1 of Schedule "D" of this Agreement may be deemed in writing to be an Eligible Cost by Ontario, in its sole and absolute discretion on a case-by-case basis.
- 4.7 New Information.** In the event of new information, errors, omissions or other circumstances affecting the determination of the amount of any Funds being provided

under this Agreement, Ontario may, in its sole and absolute discretion, Adjust the Funds being provided under this Agreement.

4.8 Repayment Of Funds. The Recipient shall repay Funds to Ontario where:

- (a) The Recipient has used the Funds for a purpose not agreed to by Ontario;
- (b) The Recipient still has Funds under its charge, management or control upon the expiry or termination of this Agreement; and
- (c) The Recipient receives an overpayment by Ontario and is notified by Ontario of said overpayment,

within twenty (20) Business Days of receiving a written demand from Ontario, after which the outstanding amount may be subject to interest charges in accordance with section 16.17 of this Agreement. Where the Recipient receives an overpayment and has not received a notice from Ontario in regards to that overpayment, the Recipient shall notify Ontario of the overpayment within twenty (20) Business Days of becoming aware of the overpayment.

4.9 Insufficient Funds Provided By Legislature. If, in the opinion of the Minister, the Ontario Legislature does not provide sufficient funds to continue the Funds for any Fiscal Year which this Agreement is in effect, Ontario may immediately, without any liability, cost or penalty and without any prejudice to any other rights or remedies Ontario has under this Agreement or at law or equity, terminate this Agreement.

4.10 Ontario May Adjust The Funds. Despite any other provision in this Agreement, Ontario may Adjust the Funds being provided under this Agreement without liability, cost or penalty.

4.11 Funds Are Part Of Social Or Economic Program. The Recipient acknowledges and agrees that any Funds provided under this Agreement is for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

SECTION 5 PAYMENT UNDER AGREEMENT

5.1 Eligibility Of Costs Or Expenses. In order for a cost or expense to be eligible to be paid from the Funds being provided under this Agreement, the cost or expense:

- (a) Must be reasonable;
- (b) Must be directly related to the Project;
- (c) Must be an Eligible Cost;
- (d) Must not be an Ineligible Cost; and
- (e) Must, subject to sections 4.4 and 4.5 of this Agreement, have been incurred on or after April 1, 2020 and prior to the Project Completion Date.

5.2 Payment Of Funds. Subject to all terms and conditions of this Agreement, Ontario shall pay any Funds to the Recipient in accordance with Part C.4 of Schedule “C” of this Agreement.

5.3 Conditions Precedent For Payment Of Funds. Despite section 5.2 and Part C.4 of Schedule “C” of this Agreement, Ontario may withhold the payment of any Funds to the

Recipient without liability, costs or penalty until the Recipient has met the following conditions precedent:

- (a) The Recipient has provided evidence that the insurance required by section 8.1 of this Agreement has been obtained within ten (10) Business Days of Ontario's request;
- (b) The Recipient has provided Ontario with any requested information within ten (10) Business Days of Ontario's request; and
- (c) The Recipient has not or is not meeting any duty to consult with Aboriginal Groups requirements set out under this Agreement.

5.4 Withholding Payment Of Funds. Ontario may, in its sole and absolute discretion, withhold the payment of any Funds to the Recipient under this Agreement without liability, costs or penalty where:

- (a) Ontario is of the opinion that the Project is not progressing in accordance with how other Projects of a similar size and scope would progress under similar circumstances; and
- (b) Ontario is of the opinion that the Recipient is, without limitation, not in compliance with any other agreements that the Recipient has entered into with Her Majesty the Queen in Right of Ontario where Ontario may be providing financial assistance to the Recipient, directly or indirectly, under that agreement. Where Ontario withholds the payment of any Funds to the Recipient, the following shall apply:
 - (i) Ontario has complete and absolute discretion to determine whether the Recipient is in compliance with the terms or conditions of any other funding agreements, such as the Ontario Community Infrastructure Fund, whereby the Recipient is receiving, directly or indirectly, funding from Ontario;
 - (ii) Ontario shall continue to withhold any payments of any Funds to the Recipient under this Agreement until the Recipient has come into compliance with the terms and conditions of any other agreement whereby the Recipient receives, directly or indirectly, funding from Ontario; and
 - (iii) Ontario agrees that it will act reasonably when applying this section 5.4 of the Agreement and shall promptly notify the Recipient of any determinations made by Ontario with respect to the application of this section 5.4 of the Agreement.

SECTION 6

RECIPIENT'S REPRESENTATIONS, WARRANTIES, COVENANTS, ACKNOWLEDGEMENTS AND AGREEMENTS

6.1 Recipient's Representations, Warranties And Covenants. The Recipient represents, warrants and covenants that:

- (a) It validly exists as a legal entity, and will continue to exist for the Term of the Agreement, with full power to perform and observe all of the terms and conditions of this Agreement and that it will continue to validly exist until the Expiration Date of this Agreement;
- (b) It has the authority and any necessary approvals to enter into this Agreement and to carry out its terms and conditions and that it is not bound by any other agreement that would in any way interfere with Ontario's rights under this Agreement;
- (c) Where applicable, it has passed the requisite by-laws to undertake any Project in which Funds are directed;

- (d) It is conducting its business in accordance with all Requirements of Law and it shall continue to conduct its business in accordance with all Requirements of Law until the Expiration Date of this Agreement;
- (e) It has all permits, approvals, licenses, certificates or other similar documents that are required to carry out any Project to which Funds are directed or that it will apply for all permits, approvals, licenses, certificates or other similar documents before carrying out the Project; and
- (f) All information provided to Ontario in relation to any Funds being provided under this Agreement remains true, correct and complete as of the date this Agreement is signed in every material respect, except as set out to the contrary herein.

6.2 Additional Covenants. The Recipient undertakes to advise Ontario within five (5) Business Days of the occurrence during the Term of this Agreement of any actions, suits or other proceedings which could or would prevent compliance with the terms and conditions of this Agreement.

6.3 Recipient Shall Provide Proof Of Compliance Upon Ontario's Request. The Recipient shall, upon receiving a written notice from Ontario, provide to Ontario with proof of the matters referred to in sections 6.1 to 6.2 of this Agreement within the time period set out in the notice. Despite section 5.2 and Part C.4 of Schedule "C" of this Agreement, and without limiting the generality of section 5.3 of this Agreement, Ontario may withhold the payment of any Funds under this Agreement without liability, costs or penalty until the Recipient provides Ontario with proof of its compliance with the matters referred to in sections 6.1 to 6.2 of this Agreement. Ontario may also, despite anything else in this Agreement and without limiting any remedies Ontario may have under this Agreement, at law or equity, Adjust the Funds if the Recipient is not in compliance with the matters referred to in sections 6.1 to 6.2 of this Agreement at any time during the Term of this Agreement.

SECTION 7

CONFLICT OF INTEREST AND CONFIDENTIALITY

7.1 No Conflicts Of Interest. The Recipient shall ensure that any Person associated with the Project in whatever capacity carries out the administration of any Funds in all its aspects without an actual, potential or perceived Conflict of Interest.

7.2 Disclosure Of Conflict Of Interest Situations. The Recipient shall:

- (a) Disclose to Ontario, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived Conflict of Interest; and
- (b) Comply with any terms and conditions that Ontario may impose as a result of the disclosure.

7.3 Ontario Bound By FIPPA. The Recipient acknowledges that the provisions of the *FIPPA* and its regulations bind Ontario.

SECTION 8

INSURANCE

- 8.1 Recipient Shall Have Insurance.** The Recipient shall put in effect and maintain until the Expiration Date of this Agreement at its own expense or arrange for its Consultant or Contractor to have all necessary insurance that would be considered appropriate for the Project and shall ensure that there is Commercial General Liability Insurance, for third party bodily injury, personal injury and property damage to an inclusive limit of not less than the amount indicated in Part B.2 of Schedule “B” of this Agreement per occurrence with insurers with an A.M. Best rating of B+ or equivalent. The Commercial General Liability Insurance policy shall include:
- (a) The Indemnified Party as an additional insured with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
 - (b) A cross-liability clause;
 - (c) Contractual Liability coverage;
 - (d) Products and Completed Operations Liability coverage;
 - (e) Employers Liability;
 - (f) Tenants Legal Liability (for premises/building leases only);
 - (g) Non-Owned automobile coverage with blanket contractual and physical damage coverage for hired automobiles; and
 - (h) A thirty (30) day written notice of cancellation, termination or material change clause.
- 8.2 Ontario To Have Priority Right On Any Proceeds Of Insurance Policy.** The Recipient acknowledges and agrees that Ontario shall have a priority over any other Person, including the Recipient, to use or enjoy the benefits of the proceeds from the insurance required under section 8.1 of this Agreement to pay any claim, suits, judgments, demands, expenses, actions, causes of action and losses, including, without limitation, reasonable legal expenses and any claim for a lien made pursuant to the *Construction Lien Act* (Ontario) and for any and all liability for damages to property and injury to persons, including death, that may be brought against Ontario as a result of this Agreement.

SECTION 9

LIMITATION OF LIABILITY AND INDEMNIFICATION

- 9.1 Exclusion Of Liability.** In no event shall Ontario be liable for any general, compensatory, incidental, special or consequential damages, or any loss of use, revenue or profit by the Recipient or the Recipient's officers, servants, employees and agents arising out of or in any way related to this Agreement.
- 9.2 Recipient To Indemnify Ontario.** The Recipient shall indemnify and hold harmless the Indemnified Party from and against all suits, judgments, claims, demands, expenses, actions, causes of action and losses, including, without limitation, reasonable legal expenses and any claim for lien made pursuant to the *Construction Lien Act* (Ontario), and for any and all liability for damages to property and injury to persons, including death, which the Indemnified Party may incur, otherwise than by reason of the Indemnified Party's own gross negligence or wilful misconduct, as a result of or arising out of or in relation to any breach by the Recipient of the terms of this Agreement, or the Recipient's own negligence or wilful misconduct, as a result of or arising out of or in relation to:

- (a) The performance of this Agreement or the breach of the terms of this Agreement by the Recipient, its officers, servants, employees and agents, or by a third party and any of its officers, employees servants or agents;
- (b) The ongoing operation, maintenance and repair of the Project; or
- (c) Any omission or other wilful or negligent act of the Recipient, a third party or their respective employees, officers, servants or agents.

9.3 Further Indemnification Of Ontario. The Recipient further agrees to indemnify and hold harmless the Indemnified Party from any general, compensatory, incidental, indirect, special or consequential damage or any loss of use, revenue or profit which the Indemnified Party may incur or related in any way to this Agreement or the Project in tort, contract or otherwise other than by reason of the Indemnified Party's own gross negligence or wilful misconduct, as a result of or arising out of or in relation to:

- (a) The performance of this Agreement or any breach of the terms and conditions of this Agreement by the Recipient, its officers, servants, agents, employees and Consultants or by a third party and any of its officers, servants, agents or employees where the third party entered into a Contract with the Recipient in relation to the Project;
- (b) The ongoing operation, maintenance and repair of the Project; or
- (c) Any omission or negligent act or misconduct of the Recipient its officers, servants, agents, employees, Contractors and Consultants or by a third party and any of its officers, servants, agents or employees where the third party entered into a Contract with the Recipient in relation to the Project.

9.4 Further Indemnification Requirements. The following are additional requirements related to the Recipient's indemnification of Ontario:

- (a) The Recipient shall, at its own expense, to the extent requested by Ontario, participate in or conduct the defence of any proceedings against any Indemnified Party and any negotiations for their settlement;
- (b) Ontario may elect to participate in or conduct the defence of any proceeding by providing notice to the Recipient of such election without prejudice to any other rights or remedies that Ontario has under this Agreement, at law or in equity. Each Party participating in the defence shall do so by actively participating with the other's counsel;
- (c) The Recipient shall not enter into a settlement of any proceeding against an Indemnified Party unless the Recipient has obtained the prior written approval of Ontario. If the Recipient is requested by Ontario to participate in or conduct the defence of any proceeding, Ontario will cooperate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations; and
- (d) If Ontario conducts the defence of any proceedings, the Recipient shall cooperate with and assist Ontario to the fullest extent possible in the proceedings and any related settlement negotiations.

9.5 Recipient To Require Third Parties To Indemnify Ontario. The Recipient shall use all reasonable efforts to ensure that all third parties that the Recipient enters into a Contract with indemnify and hold harmless the Indemnified Party from and against all suits, judgments, claims, demands, expenses actions, causes of action and losses, including, without limitation, reasonable legal expenses and any claim for lien made pursuant to the *Construction Lien Act* (Ontario), and for any and all liability for damages to property and

injury to persons, including death, which the Indemnified Party may incur, otherwise than by reason of their own negligence or wilful misconduct, as a result of or arising out of or in relation to any breach by the Recipient of the terms of this Agreement, or the Recipient's own negligence or wilful misconduct, as a result of or arising out of or in relation to:

- (a) The performance of this Agreement or the breach of the terms of this Agreement by the Recipient, its officers, servants, employees and agents, or by a third party and any of its officers, employees servants or agents;
- (b) The ongoing operation, maintenance and repair of the Project; or
- (c) Any omission or other wilful or negligent act of the Recipient, a third party or their respective employees, officers, servants or agents.

The Recipient shall also use commercially reasonable efforts to ensure that the terms and conditions set out under section 9.4 of this Agreement are included in any Contracts that the Recipient enters into with any third party. The Recipient further agrees to take and implement any reasonable direction from Ontario in relation to the enforcement or assertion of this section 9.5 of the Agreement as against any third party.

- 9.6 Recipient To Limit Heads Of Damage As Against Ontario In Contracts With Third Parties.** The Recipient shall use commercially reasonable efforts to include in the Recipient's Contracts with any third party a provision that provides notwithstanding anything else, and in no event whatsoever, shall Ontario be liable to the third party for any incidental, indirect, special or consequential damage or any loss of use, revenue or profit which the Indemnified Party may incur as a result of anything under or related in any way to this Agreement or the Project in tort, contract or otherwise. The Recipient agrees to take and implement any reasonable direction from Ontario in relation to the enforcement of this section 9.6 of the Agreement as against any third party.

SECTION 10

ACQUISITION OF GOODS AND SERVICES

- 10.1 Acquisition.** Despite anything else contained in this Agreement, the Recipient shall ensure that all goods and services purchased with any Funds being provided under this Agreement are purchased or acquired in a fair and transparent manner and at competitive prices that are no greater than fair market value after deducting trade discounts and/or any other discounts available to the Recipient.
- 10.2 Ontario Not Responsible For Claims Under Tender/Bidding Process.** Without limiting the generality of section 9.1 of this Agreement, Ontario shall not be responsible for any claim arising from the tender and bidding process in relation to any Project in which Funds are directed.
- 10.3 Competitive Procurement Process.** The Recipient shall acquire and manage its equipment, services and supplies, including any construction component, required for any Project in which Funds are directed through a transparent and fair process that promotes the best value for the Funds expended. Without limiting the generality of the foregoing, where the Recipient is a municipal entity to which the *Municipal Act, 2001* (Ontario) is applicable, the Recipient shall follow its procurement policies as required under the *Municipal Act, 2001* (Ontario). Where the Recipient is a Local Services Board or any other entity not covered by the *Municipal Act, 2001* (Ontario), the Recipient shall ensure that for equipment, services and supplies, the estimated costs of which exceed twenty-five thousand dollars (\$25,000.00), the Recipient obtains at least three (3) written quotes

unless Ontario gives prior written approval. The requirement for a competitive process under this section 10.2 of the Agreement may be waived with prior written approval by Ontario, if:

- (a) The equipment, services or supplies the Recipient is purchasing is specialized and is not readily available; or
- (b) The Recipient has researched the market for a similar purchase within the last two (2) years and knows prevailing market costs for the equipment, services or supplies purchased.

10.4 BPSAA. For the purposes of clarity, if the Recipient is subject to the *BPSAA* and there is a conflict between any of the requirements of this Agreement and the requirements of the *BPSAA*, the *BPSAA* shall apply.

10.5 Contracts. The Recipient shall ensure that all Contracts:

- (a) Are consistent with this Agreement;
- (b) Do not conflict with this Agreement;
- (c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;
- (d) Are managed in a way that is transparent, competitive and consistent with value for money principles
- (e) Require that any third parties thereto comply with all Requirements of Law; and
- (f) Authorize Ontario to collect, use and disclose in accordance with the Requirements of Law information and data gathered by the third party in connection with Project, perform audits of the third party and monitor the Project as Ontario sees fit.

10.6 Costs Of Contracts Not Awarded In Compliance With This Section May Be Deemed Ineligible. If Ontario determines that the Recipient has awarded a Contract in a manner that is not in compliance with this section 10 of the Agreement, Ontario may, upon written notification to the Recipient, deem the costs associated with the Contract as being ineligible for payment from the Funds.

10.7 Recipient To Keep Records Of Contracts. The Recipient shall keep and maintain proper and accurate accounts and records, including, but not limited to, all Contracts, invoices, statements, receipts and vouchers in relation to the Project for a period of at least seven (7) years after the Term of this Agreement.

10.8 Trade Agreements. If the Recipient is subject to any provincial or federal trade agreements to which Ontario is a party, the Recipient shall comply with the applicable requirements of such trade agreements. In particular, and without limitation, if the Recipient is subject to Annex 502.4 of the *Agreement on Internal Trade*, the Recipient shall comply with all applicable requirements of Annex 502.4. In the event of any conflict between the requirements of any other provisions of this section 10 of the Agreement and the requirements of Annex 502.4, the requirements of Annex 502.4 shall apply to the extent of the conflict.

SECTION 11 ABORIGINAL CONSULTATION

11.1 Provision Of Funds Dependent Upon Ontario Meeting Its Duty To Consult Obligations. The Recipient hereby acknowledges and agrees that the provision of any Funds under this Agreement is strictly conditional upon Ontario satisfying any obligation it

may have to consult with and, if required, accommodate any Aboriginal Group with an interest in the Project in which Funds are directed in order for the Project to proceed.

11.2 Recipient Ontario's Delegate For Purposes Of Consultation With Aboriginal Groups.

By entering into this Agreement, Ontario delegates the procedural aspects of any consultation obligations Ontario may have with any Aboriginal Group in relation to the Project to the Recipient as set out in Schedule "E" of this Agreement. The Recipient, by signing this Agreement, acknowledges that Ontario has delegated the procedural aspects of any consultation obligations Ontario may have with any Aboriginal Group in relation to the Project and accepts said delegation and agrees to act diligently as Ontario's delegate so as to preserve the Honour of the Crown in relation to any consultation obligations Ontario may have in relation to the Project.

11.3 Recipient's Obligations In Relation To Consultations. The Recipient shall:

- (a) Be responsible for consulting with any Aboriginal Group that has an interest in the Project on behalf of Ontario in accordance with Schedule "E" of this Agreement;
- (b) Take directions from Ontario in relation to consulting with any Aboriginal Group with an interest in the Project as well as any other directions Ontario may issue in relation to consultations, including suspending or terminating the Project; and
- (c) Provide a detailed description of any actions it took in relation to consultation with any Aboriginal Group with an interest in the Project, as set out under Schedule "G" of this Agreement.

11.4 Recipient Shall Not Start Construction On The Project Until Recipient Provides Evidence To Ontario That Notice Of The Project Has Been Given To Identified Aboriginal Groups as Directed by Ontario. The Recipient shall not commence or allow any third party to commence construction on any aspect of the Project for forty-five (45) Business Days, or such other time as Ontario may direct, after it has provided Ontario with written evidence that the Recipient has sent notice about the Project to the Aboriginal Groups identified in accordance with Schedule "E" of this Agreement.

SECTION 12 COMMUNICATIONS

12.1 Recipient To Follow Communications Protocol. The Recipient shall follow the Communications Protocol set out under Schedule "F" of this Agreement.

SECTION 13 REPORTS

13.1 Reports. The Recipient shall submit the Reports set out in Schedule "G" of this Agreement in accordance with the dates set out for each of those Reports set out in Schedule "G" of the Agreement. The Recipient shall follow such reasonable administrative procedures as Ontario may specify from time to time.

13.2 Additional Reports Upon Request. The Recipient shall, upon Ontario's request in writing, collect such information and provide such additional reports as Ontario may specify from time to time during the Term of this Agreement. The Recipient shall provide any additional reports within ten (10) Business Days of the request, unless the request provides otherwise.

- 13.3 Compliance Attestation.** The Recipient shall provide a compliance attestation that is signed by the Recipient's Administrative Officer/Clerk or Treasurer for any reports required under sections 13.1 and 13.2 of this Agreement.

SECTION 14

RECORDS, INSPECTION, AUDITS AND THE PROVISION OF INFORMATION

- 14.1 Recipient's Obligations Under Agreement.** The Recipient:

- (a) Shall keep and maintain all financial records, receipts, invoices and other financially-related documents relating to any Funds or otherwise in relation to the Project in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records and keep them available for review by Ontario for a period of seven (7) years from the Expiration Date of this Agreement; and
- (b) Shall maintain all non-financial documents and records relating to any Funds or otherwise to the Project, including any records it receives about the people it serves, in a confidential manner consistent with all Requirements of Law.

- 14.2 Ontario May Inspect Recipient's Premises And Projects' Premises At Any Time.** Ontario reserves the right to inspect the Recipient's premises and any premises of the Project at any time as it relates to the provision of any Funds under this Agreement. Without limiting the generality of the foregoing, the Recipient hereby authorizes Ontario, its employees and agents, including the Auditor General, to, upon twenty-four (24) hours' written notice and during normal business hours, enter the Recipient's premises to review the status of the Project and to copy any financial records, invoices and other financially-related documents, including all Contracts the Recipient has entered into in relation to the Project.

- 14.3 Audits.** Ontario may, at its own expense, conduct audits of the Project. Ontario may require the assistance of an external auditor to carry out an audit. If so, Ontario shall be responsible for retaining the external auditor.

- 14.4 Auditor General.** The Auditor General may, at the Auditor General's cost, conduct an audit with respect to the use of any Funds under this Agreement. For the purposes of facilitating such an audit, the Recipient shall release to Ontario upon request and in a timely manner, for the purpose of releasing to the Auditor General:

- (a) All records held by the Recipient, or by agents or contractors of the Recipient relating to this Agreement and/or the use of the Funds; and
- (b) Such further information and explanations as the Auditor General, or anyone acting on behalf of the Auditor General, may request relating to any part of this Agreement or the use of the Funds.

- 14.5 Information.** The Recipient shall supply to Ontario, within ten (10) Business Days of receiving a written request, such information in respect of this Agreement or the Project as Ontario requests unless the request provides otherwise.

- 14.6 Provision Of Information Is A True Condition Precedent.** If, in the opinion of Ontario, any of the information requirements of this Agreement are not met, Ontario may in its sole and absolute discretion, and despite section 5.2 and Part C.4 of Schedule "C" of this Agreement, require the information as a condition precedent to the payment of any Funds under this Agreement without liability, costs or penalty.

SECTION 15 DEFAULT AND TERMINATION

15.1 Events Of Default. Ontario may, acting in a reasonable manner, without liability, cost or penalty and without prejudice to any other rights or remedies of Ontario under this Agreement or at law or in equity, terminate this Agreement immediately upon giving written notice to the Recipient where:

- (a) In the opinion of Ontario:
 - (i) The Recipient has provided false or misleading information to Ontario;
 - (ii) The Recipient breaches a material term or condition of this Agreement, where materiality is to be determined by Ontario, in its sole and absolute discretion, acting reasonably and has failed to cure or remedy the breach of this Agreement within 30 days of receiving written notice of the breach from Ontario;
 - (iii) The Recipient breaches a material term or condition of any other funding agreement it has with Ontario, where materiality is to be determined by Ontario, in its sole and absolute discretion, acting reasonably and has failed to cure or remedy the breach of the other funding agreement within 30 days of receiving written notice of the breach from Ontario;
 - (iv) The Recipient is unable to continue with the Project or the Recipient is likely to discontinue the Project; or,
 - (v) A material adverse change occurs such that the viability of a Recipient as a going concern is threatened.

15.2 Remedies On Default. Despite any other rights Ontario has under this Agreement, if an Event of Default has occurred, Ontario shall have the following remedies:

- (a) Ontario shall not have to provide any further Funds under this Agreement;
- (b) Ontario may, at its option, terminate this Agreement immediately after any notice period expires or may, in its sole and absolute discretion, Adjust the Funds, including a demand to return all Funds provided under this Agreement;
- (c) Ontario may avail itself of any of its legal remedies that it may deem appropriate.

15.3 Additional Remedies. In addition to the remedies described in section 15.2 of this Agreement, Ontario may commence such legal action or proceedings as it, in its sole and absolute discretion, may deem expedient, without any additional notice under this Agreement. The rights and remedies of Ontario hereunder are cumulative and in addition to, and not in substitution for, all other rights or remedies otherwise available to Ontario at law, equity or under statute.

15.4 Waiver Of Event Of Default Must Be In Writing. Ontario may, in its sole and absolute discretion, at any time, waive any above-mentioned Event of Default which may have occurred provided that no such waiver shall extend to, or be taken in any manner whatsoever to affect, any subsequent Event of Default or the right to remedies resulting therefrom, and that no such waiver shall be, or shall be deemed to constitute, a waiver of such Event of Default unless such waiver is in writing from Ontario. Ontario may also impose conditions on any waiver it provides under this section 15.4 of the Agreement.

15.5 Ontario's Discretion To Terminate Agreement. Despite anything else contained in this Agreement, Ontario may, without liability, cost or penalty and without prejudice to any other rights or remedies Ontario may have under this Agreement or at law or in equity terminate

this Agreement at any time upon one hundred and eighty (180) days' notice to the Recipient, provided it acts reasonably in doing so.

- 15.6 Termination Of Agreement For Circumstances Beyond The Control Of A Party.** Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control. Should the event last more than ninety (90) Business Days, this Agreement shall terminate and the process set out under section 15.5 of this Agreement shall be followed, with any necessary modifications.
- 15.7 Date of Termination.** In the event of termination pursuant to this section 15 of the Agreement, the effective date of termination shall be the last day of the notice period, the last day of any subsequent notice period or immediately, whichever applies.

SECTION 16 GENERAL PROVISIONS

- 16.1 Terms Binding.** The Recipient shall take all reasonable measures to ensure that its officers, directors, partners, employees, agents, third party contractors shall be bound to observe all of the terms and conditions of this Agreement, including, but not limited to all of the covenants, representations and warranties set out herein.
- 16.2 Representatives May Bind Parties.** The Parties represent and warrant that their respective representatives have the authority to legally bind them to the extent permissible by the Requirements of Law. As well, the rights, duties and powers of the Minister of Transportation under this Agreement may be exercised by the Regional Director for the Region where the Project is located.
- 16.3 Further Assurances.** The Parties agree to do or cause to be done all acts or things necessary to implement and carry into effect this Agreement to its full extent.
- 16.4 Agreement Binding.** This Agreement shall ensure to the benefit of and be binding upon the Parties, their successors, executors, administrators, heirs and their permitted assigns.
- 16.5 Waivers In Writing.** If a Party fails to comply with any term of the Agreement, that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the notice provisions set out in section 16.19 of this Agreement. Any waiver must refer to a specific failure to comply and shall not have the effect of waiving any subsequent failures to comply. For greater certainty, where Ontario chooses to waive a term or condition of the Agreement, such waiver shall only be binding if provided by a person who indicates in writing that he or she has specific authority to provide such a waiver.
- 16.6 Tolerance Of Indulgence Of Breach Not A Waiver.** Any failure by Ontario to insist in one or more instances upon strict performance by the Recipient of any of the terms or conditions of this Agreement shall not be construed as a waiver by Ontario of its rights to require strict performance of any such terms or conditions, and the obligations of the Recipient with respect to such performance shall continue in full force and effect.
- 16.7 Time Is Of The Essence.** In the performance and observance of the terms and conditions of this Agreement, time is of the essence and no extension or variation of this Agreement shall operate as a waiver of this provision.

- 16.8 Severability.** If any term or condition of this Agreement, or the application thereof to the Parties or to any persons or circumstances, is to any extent invalid or unenforceable, the remainder of the Agreement, and the application of such term or condition to the Parties, persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.
- 16.9 No Assignment Of Agreement.** The Recipient shall not assign this Agreement to any other person unless Ontario agrees to the assignment in writing. Ontario may impose any terms or conditions.
- 16.10 No Amendment.** This Agreement shall not be varied or amended except by a document in writing, dated and signed on behalf of the Recipient and the Regional Director of the Ministry's Region where the Project is located.
- 16.11 Joint Authorship Of Agreement.** The Parties shall be considered joint authors of this Agreement and no provision herein shall be interpreted against one Party by the other Party because of authorship. No Party shall seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.
- 16.12 Parties Independent.** The Recipient acknowledges that it is not an agent, joint venturer, partner or employee of Ontario and the Recipient shall not take any actions that could establish or imply such a relationship.
- 16.13 Recipient Cannot Represent Ontario.** The provision of any Funds to the Recipient pursuant to this Agreement is for the sole purpose of, and is limited to, allowing the Recipient to carry out the Project. The Recipient represents, warrants and agrees that under no circumstances shall it enter into any contract or commitment in the name of or on behalf of Ontario. The Recipient acknowledges and agrees that it is not by the terms and conditions of this Agreement or otherwise granted any right or authority to assume or to create any obligations or responsibility, express or implied, on behalf of or in the name of Ontario, to act as an agent of Ontario or to bind Ontario in any manner whatsoever other than as specifically provided under this Agreement.
- 16.14 Recipient's Consultants/Contractors.** Ontario acknowledges and recognizes that, in connection with the carrying out the Project, the Recipient may engage one or more Consultants or Contractors. Ontario acknowledges and agrees that the Recipient shall have the sole authority and responsibility for such employees, agents, Consultants or Contractors, including the hiring and termination. The Recipient acknowledges and agrees that the Recipient shall be responsible for all acts and actions of the Recipient's employees, agents, Consultants and Contractors and that all such acts and actions shall be treated as actions of the Recipient for the purposes of this Agreement.
- 16.15 Lobbyists And Agent Fees.** The Recipient represents and warrants:
- (a) Any person hired by the Recipient to speak or correspond with any employee or other person representing Ontario concerning any matter relating to any Funds under this Agreement or any benefit hereunder is registered, if required to register, pursuant to the *Lobbyists Registration Act, 1998*;
 - (b) It has not and will not make a payment or other compensation to any legal entity that is contingent upon or is calculated upon the provision of any Funds hereunder or negotiating the whole or any part of the terms and/or conditions of this Agreement; and

- (c) No money from the Government of Ontario was used to lobby or otherwise secure the provision of any Funds hereunder.

16.16 Debt Owed To Her Majesty The Queen In Right Of Ontario. Any payment that the Recipient is required to make under this Agreement shall constitute a debt due and owing to Her Majesty the Queen in Right of Ontario and the Recipient shall pay the amount to Ontario immediately upon written demand unless Ontario directs otherwise.

16.17 Her Majesty The Queen In Right Of Ontario May Charge Interest. Her Majesty the Queen in Right of Ontario may charge the Recipient interest on any monies owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

16.18 Set-Off By Ontario. In the event that the Recipient is indebted to Her Majesty the Queen in Right of Ontario under this Agreement, Ontario may set-off that debt against any amounts payable to the Recipient by Her Majesty the Queen in Right of Ontario. This right of set-off is in addition to any rights of set-off it has under the *Financial Administration Act* (Ontario) or the *Financial Administration Act* (Canada).

16.19 Notice And Service Of Documents Under Agreement. Notices shall be in writing and shall be delivered by postage-prepaid mail, personal delivery, facsimile transmission or Email transmission and shall be addressed to Ontario and the Recipient respectively, as set out in Part B.5 of Schedule "B" of this Agreement.

Notice shall be deemed to have been received:

- (a) In the case of postage-prepaid mail, five (5) Business Days after such notice is mailed; or
- (b) In the case of personal delivery, facsimile transmission or Email transmission, one (1) Business Day after such notice is delivered to the other Party.

In the event of a postal disruption, notices shall be given by personal delivery, facsimile transmission or Email transmission. Unless the Parties expressly agree in writing to additional methods of notices, notices may only be provided by the method(s) contemplated in this section 16.19 of the Agreement.

The Parties agree that for the purposes of this section 16.19 of the Agreement, the name(s) of the individuals may be changed without amending the Agreement through the Party making the change providing written notice to the other Party of said change.

16.20 Governing Law. This Agreement and the rights, obligations and relations of the Parties shall be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings in connection with this Agreement shall be conducted in Ontario.

16.21 Agreement Executed In Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together, shall constitute one and the same agreement.

16.22 Entire Agreement. This Agreement, including its Schedules, embodies the entire Agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations or agreements. No prior document, discussion, negotiation, provision undertaking or agreement in relation to

the subject matter of this Agreement has any legal effect. No representation or warranty, whether express, implied or otherwise, has been made by Ontario to the Recipient except as expressly set out in this Agreement.

16.23 Survival. The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement shall so survive. Without limiting the generality of the foregoing, the provisions that shall survive the termination or expiration of this Agreement for a period of seven (7) years from the Expiration Date or termination of this Agreement, whichever occurs first, include: sections 1, 3 to 6, 9, 11 and 13 to 15; subsections 2.2, 16.5, 16.6, 16.8, 16.10 to 16.12, and 16.16 to 16.23; Parts B.5 and B.6 of Schedule “B” of this Agreement and Schedules “E” and “F”; along with all cross-referenced provisions within the foregoing sections, subsections and Schedules.

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IN WITNESS WHEREOF the Parties have executed this Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO,
as represented by the Minister of Transportation

Name: Caroline Mulroney
Title: Minister of Transportation

Date

I have the authority to bind the Crown.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Name:
Title:

Date

**AFFIX CORPORATE
SEAL**

Name:
Title:

Date

I/We have the authority to bind the Recipient.

SCHEDULE “A” PROJECT DESCRIPTION

Application Project Name: George Street and Smith Street Resurfacing

Approved Project Name: Resurfacing of George Street and Smith Street

Project Description: Resurfacing of George Street and Smith Street within the community of Arthur.

Project Description Details (from Application):

The project is located within the community of Arthur, in the Township of Wellington North, County of Wellington. The length of the project is approximately 1000m in length, and includes George Street (Highway 6), from the south Connecting Link limit (north end of the Conestoga River bridge) to Frederick Street (Wellington Road 14), and Smith Street, from Frederick Street to Conestoga Street. George Street is the main downtown business core of the community, with additional businesses located on Smith Street. The existing roadway is a full urban section, and there are parking lanes on both sides of George Street, on both sides of Smith Street between Frederick Street and Clarke Street, and on one side of Smith Street north of Clarke Street. There are two sets of traffic signals, one at Wellington Road 12 (Charles Street) and the other at Wellington Road 14 (Frederick Street). In total there are three T intersections and three Cross intersections.

The primary scope of work will be the full depth and full width removal and replacement of the asphalt pavement (140mm depth; width ranges from 10.0m to 13.5m), including gravel road base surface restoration prior to paving, and subsequent line painting. Associated work will include manhole and catchbasin repairs/adjustments, curb repairs (and adjacent sidewalk panel replacements as needed to complete curb repairs), and miscellaneous asphalt removal and replacement (driveway entrances; paved boulevard areas between the curb and sidewalk). Improvements will also be made to the Charles/George Street traffic signals given the opportunity pavement resurfacing affords, in particular burying overhead wiring to improve safety and reliability. Associated with that will be the need to replace sidewalk and curb ramps which will meet accessibility standards.

The old twin 600mm dia. storm sewer outlet, located approximately 50m east of Clarke Street, will also be replaced by realigning it from beneath an existing house to within the road allowance and municipal easement.

SCHEDULE “B”
OPERATIONAL REQUIREMENTS UNDER THE AGREEMENT

PART B.1 – EFFECTIVE DATE OF AGREEMENT

B.1.1 *Effective Date Of Agreement.* The Effective Date of this Agreement is the date in which the Province signs the Agreement.

PART B.2 – INSURANCE REQUIREMENTS

B.2.1 *Insurance Requirements.* The Recipient or its agent(s) shall have no less than two million dollars (\$2,000,000.00) in general commercial liability insurance per occurrence.

PART B.3 – PROJECT COMPLETION DATE

B.3.1 *Project Completion Date.* The Project shall be completed no later than December 31, 2021. For clarity this means Substantial Completion must have occurred and the project construction work must have been completed.

PART B.4 – EXPIRATION DATE

B.4.1 *Expiration Date Of Agreement.* Unless this Agreement is terminated earlier, this Agreement shall expire on March 31, 2022.

PART B.5 – NOTICE AND CONTACT

B.5.1 *Notice And Contact Information.* Notices under this Agreement shall be sent in accordance to the following:

<p>To Ontario: Ministry of Transportation Operations Office 301 St. Paul Street, 2nd Floor St. Catharines, Ontario L2R 7R4</p> <p>Attention: Program Coordinator, Connecting Links Program Telephone: 289-241-8354 Fax: 905-704-2777 Email: CLProgram@ontario.ca</p>	<p>To Recipient: The Corporation of the Township of Wellington North 7490 Sideroad 7 W PO Box 125 Kenilworth, Ontario N0G 2E0</p> <p>Attention: Adam McNabb, Director of Finance Telephone: 519-848-3620 Fax: N/A Email: amcnabb@wellington-north.com</p>
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Any Notice not sent in accordance with the above shall be deemed to not constitute proper Notice under the Agreement.

PART B.6 – ASSET RETENTION PERIOD

B.6.1 Recipient To Notify Ontario Before Disposal Of Assets Purchased With Funds Under Agreement. The Recipient shall notify the Ministry of Transportation in writing of any disposal of assets purchased by the Funds at least one hundred and eighty (180) Business Days in advance of the disposition. The Recipient shall not dispose of any assets purchased, constructed, rehabilitated or improved by the Funds without the prior written consent of Ontario.

B.6.2 Asset Retention Period. The Recipient shall retain any asset purchased, rehabilitated or built with Funds under this Agreement for a period of five (5) years from the date that the Project is completed.

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**SCHEDULE “C”
FINANCIAL INFORMATION FOR THE PROJECT**

PART C.1 – MAXIMUM FUNDS

C.1.1 Ontario’s Maximum Funds Under Agreement. Subject to the terms and conditions of this Agreement, Ontario shall provide the Recipient with an amount up to One Million, Seven Hundred and Fourteen Thousand and Fifty Dollars (\$1,714,050) in Funds for Eligible Costs for the Project.

Project’s Estimated Total Net Eligible Costs: \$1,904,500 (Original budget from application)

Percentage of Provincial Support

The Percentage of Provincial Support is fixed at Ninety Percent (90%) for the Term of the Agreement.

The percentage noted above is rounded to a whole number. Note that for payment purposes the percentage is calculated to 10 decimal places and is based on the Maximum Funds against the Project’s Estimated Total Net Eligible Costs as provided above.

“**Total Net Eligible Costs**” means all direct costs that are, in Ontario’s sole and absolute discretion, properly and reasonably incurred no earlier than April 1, 2020 and prior to the Project Completion Date by the Recipient under a contract for goods or services necessary for the implementation of the Project, as more particularly described in part D.1 – Eligible Costs of this Schedule “B”, less any HST rebate or any other rebates the Recipient has received, will receive or is eligible to receive from any government source.

PART C.2 – HOLDBACK

C.2.1 Holdback. Ontario may hold back up to fifteen (15) percent from any payment of any Funds under this Agreement. Ontario may retain this holdback until it has approved the Recipient’s Final Report, upon after which Ontario shall pay the holdback to the Recipient.

PART C.3 – END OF FUNDS DATE

C.3.1 End of Funds Date. Despite anything else contained in this Agreement, Ontario shall not provide any Funds to the Recipient for the Project after March 31, 2022.

PART C.4 – PAYMENT OF FUNDS

C.4.1 Payment Of Funds. Ontario shall pay, subject to the terms and conditions of the Agreement, to the Recipient the Funds in accordance with the following:

[REST OF PAGE INTENTIONALLY LEFT BLANK]

MILESTONE PAYMENT SCHEDULE

MILESTONE PAYMENT	AMOUNT	REQUIRED DOCUMENTATION
Milestone 1: Upon receipt and Acceptance by MTO of first Contract Award to initiate project.	An amount up to fifty percent (50%) of the Maximum Funds	Contract Award Report Must be submitted within fifteen (15) Business Days of a council resolution and no later than June 30, 2020.
Milestone 2: Upon receipt and acceptance by MTO of Report of Substantial Completion.	An amount up to eighty-five percent (85%) of either (i) The Maximum Funds, less the amount paid at Milestone 1; or (i) An amount calculated by multiplying the percentage of Maximum Funds against the Recipient's Total Net Eligible Costs, less the amount paid at Milestone 1.	Substantial Completion Report Within fifteen (15) Business Days of the Project Completion Date set out in Part B.3 of Schedule "B" of the Agreement (no later than December 31 st of the fiscal year of Project Completion).
Milestone 3: Upon receipt and acceptance by MTO of the Final Report.	Using the same method of calculation as in Milestone 2, (i) The balance of the Funds, if any, to the limit of the Maximum Funds, or (ii) The balance, if any, of the Funds calculated by multiplying the Percentage of Provincial Support against the Recipient's Total Net Eligible Costs as certified in the Final Report, whichever aggregate amount is smaller.	Final Report Within sixty (60) Business Days of the Project Completion or no later than March 8 of the fiscal year of Project Completion.

Part C.5 – Limit On Ontario's Contribution Under Agreement

C.5.1 Limit On Provincial Contribution Under Agreement. Despite anything else contained in this Agreement, Ontario's total contribution toward the Project shall not exceed ninety percent (90%) of the Project's total Eligible Costs.

SCHEDULE “D” ELIGIBLE AND INELIGIBLE COSTS

PART D.1 – ELIGIBLE COSTS

D.1.1 Eligible Costs. Subject to the terms and conditions of this Agreement and Part D.2 of this Schedule “D” of the Agreement, Eligible Costs shall only include all direct and incremental costs that are attributable to the development and implementation of the Project and are in Ontario’s sole and absolute discretion, properly and reasonably incurred as well as necessary for the Project. Eligible Costs must also be actual, verifiable cash outlays to third party vendors that are documented through invoices, receipts or other records that is acceptable to Ontario.

Without limiting the generality of the foregoing, Eligible Costs shall only include the following:

- (a) The capital costs of constructing, rehabilitating, replacing or improving, in whole or in part, the tangible core infrastructure asset noted in the Project Description in Schedule A;
- (b) The Scope of Eligible Work as described in the Connecting Links Program Guide;
- (c) All planning and assessment costs, such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services;
- (c) The costs for permits, approvals, licences and other authorizing documents, as well as inspections and other fees directly attributable to obtaining a permit, approval, license or other authorizing document, provided those costs are directly attributable to the construction and implementation of Project,
- (d) The costs for consulting with an Aboriginal Group, including the Recipient’s legal fees, provided they are reasonable, on matters pertaining to the Project, including the translation of documents into languages spoken by the affected Aboriginal Group, but does not include any capacity-building funding unless specifically approved by Ontario in writing prior to being incurred;
- (e) The costs of Project-related signage, lighting, Project markings and utility adjustments;
- (f) The costs of joint communication activities, such as press releases, press conferences, translation and road signage recognition, as described in Schedule “F” of this Agreement; and
- (g) Other costs that are, in Ontario’s sole and absolute discretion, direct, incremental and necessary for the successful implementation of the Project, provided those costs have been approved by Ontario in writing prior to being incurred.

PART D.2 – INELIGIBLE COSTS

D.2.1 Ineligible Costs. The following costs are Ineligible Costs and are therefore ineligible for funding under this Agreement:

- (a) Costs incurred prior to April 1, 2020 or after the Project Completion Date;
- (b) Costs associated with the acquisition or leasing of:
 - (i) Land,
 - (ii) Buildings,
 - (iii) Equipment,
 - (iv) Other facilities, and
 - (v) Obtaining easements, including costs or expenses for surveys,

- and includes real estate fees and other related costs;
- (c) Financial charges, legal fees, other than those association with consultation with Aboriginal Groups (provided such legal fees are reasonable), loan and interest payments
 - (d) The value of any goods and services which are received through donations or in kind;
 - (e) Employee wages and benefits, overhead costs as well as other direct or indirect operating, maintenance and administrative costs incurred by the Recipient for the Project, and more specifically, but without limiting the generality of the foregoing, costs relating to services delivered directly by permanent employees of the Recipient;
 - (f) Meal, hospitality or incidental costs or expenses of Consultants;
 - (g) Costs associated with completing applications for the Connecting Links Program; and
 - (h) Any costs of accommodation for any Aboriginal Group.

D.2.2 Harmonized Sales Tax. Any portion of the Harmonized Sales Tax that is refundable by the Canada Revenue Agency as an input tax credit or as a rebate shall be deemed to be an Ineligible Cost. Any portion of the Provincial Sales Tax that is refundable by the respective provincial tax authority shall be deemed to be an Ineligible Cost.

D.2.3 Costs Of Non-Arm's Length Parties. The costs or expenses of goods or services acquired from parties that are not Arm's Length from the Recipient must be valued at the cost of the supplying entity and shall not include any mark up for profit, return on investment or overhead costs and shall not exceed fair market value. Ontario may not consider the eligibility of any of these costs unless access is provided to the relevant records of the supplying entity.

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SCHEDULE “E”

ABORIGINAL CONSULTATION REQUIREMENTS

PART E.1 – PURPOSE AND DEFINITIONS

E.1.1 Purpose. This Schedule sets out the responsibilities of Ontario and the Recipient in relation to consultation with Aboriginal Groups on the Project, and to delegate procedural aspects of consultation from Ontario to the Recipient.

E.1.2 Definitions. For the purposes of this Schedule:

“Section 35 Duty” means any duty Ontario may have to consult and, if required, accommodate Aboriginal Groups in relation to the Project flowing from section 35 of the *Constitution Act, 1982*.

PART E.2 – RESPONSIBILITIES OF ONTARIO

E.2.1 Ontario’s Responsibilities. Ontario is responsible for:

- (a) Determining the Aboriginal Groups to be consulted in relation to the Project, if any, and advising the Recipient of same;
- (b) The preliminary and ongoing assessment of the depth of consultation required with the Aboriginal Groups;
- (c) Delegating, at its discretion, procedural aspects of consultation to the Recipient pursuant to this Schedule;
- (d) Directing the Recipient to take such actions, including without limitation suspension as well as termination of the Project, as Ontario may require;
- (e) Satisfying itself, where it is necessary to do so, that the consultation process in relation to the Project has been adequate and the Recipient is in compliance with this Schedule; and
- (f) Satisfying itself, where any Aboriginal or treaty rights and asserted rights of Aboriginal Groups require accommodation, that Aboriginal Groups are appropriately accommodated in relation to the Project.

PART E.3 – RESPONSIBILITIES OF THE RECIPIENT

E.3.1 Recipient’s Responsibilities. The Recipient is responsible for:

- (a) Giving notice to the Aboriginal Groups regarding the Project as directed by Ontario, if such notice has not already been given by the Recipient or Ontario;
- (b) Immediately notifying Ontario of contact by any Aboriginal Groups regarding the Project and advising of the details of the same;
- (c) Informing the Aboriginal Groups about the Project and providing to the Aboriginal Groups a full description of the Project unless such description has been previously provided to them;
- (c) Following up with the Aboriginal Groups in an appropriate manner to ensure that Aboriginal Groups are aware of the opportunity to express comments and concerns about the Project, including any concerns regarding adverse impacts on hunting,

trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to the Aboriginal Groups, and immediately advising Ontario of the details of the same;

- (d) Informing the Aboriginal Groups of the regulatory and approval processes that apply to the Project of which the Recipient is aware after reasonable inquiry;
- (e) Maintaining the Aboriginal Groups on the Recipient's mailing lists of interested parties for environmental assessment and other purposes and providing to the Aboriginal Groups all notices and communications that the Recipient provides to interested parties and any notice of completion;
- (f) Making all reasonable efforts to build a positive relationship with the Aboriginal Groups in relation to the Project;
- (g) Providing the Aboriginal Groups with reasonable opportunities to meet with appropriate representatives of the Recipient and meeting with the Aboriginal Groups to discuss the Project, if requested;
- (h) If appropriate, providing reasonable financial assistance to Aboriginal Groups to permit effective participation in consultation processes for the Project, but only after consulting with Ontario;
- (i) Considering comments provided by the Aboriginal Groups regarding the potential impacts of the Project on Aboriginal or treaty rights or asserted rights, including adverse impacts on hunting, trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to an Aboriginal Group, or on other interests, or any other concerns or issues regarding the Project;
- (j) Answering any reasonable questions to the extent of the Recipient's ability and receiving comments from the Aboriginal Groups, notifying Ontario of the nature of the questions or comments received and maintaining a chart showing the issues raised by the Aboriginal Groups and any responses the Recipient has provided;
- (k) Where an Aboriginal Group asks questions regarding the Project directly of Ontario, providing Ontario with the information reasonably necessary to answer the inquiry, upon Ontario's request;
- (l) Subject to paragraph (o) below, where appropriate, discussing with the Aboriginal Groups potential accommodation, including mitigation of potential impacts on Aboriginal or treaty rights, asserted rights or associated interests regarding the Project and reporting to Ontario any comments or questions from the Aboriginal Groups that relate to potential accommodation or mitigation of potential impacts;
- (m) Consulting regularly with Ontario during all discussions with Aboriginal Groups regarding accommodation measures, if applicable, and presenting to Ontario the results of such discussions prior to implementing any applicable accommodation measures;
- (n) Complying with Ontario's direction to take any actions, including without limitation, suspension or termination of the Project, as Ontario may require; and

- (o) Providing in any contracts with Third Parties for the Recipient's right and ability to respond to direction from Ontario as Ontario may provide.

E.3.2 Acknowledgement By Recipient. The Recipient hereby acknowledges that, notwithstanding section 11.2 of the Agreement, Ontario, any provincial ministry having an approval role in relation to the Project, or any responsible regulatory body, official, or provincial decision-maker, may participate in the matters and processes enumerated therein as they deem necessary.

E.3.3 Recipient Shall Keep Records And Share Information. The Recipient shall carry out the following functions in relation to record keeping, information sharing and reporting to Ontario:

- (a) Provide to Ontario, upon request, complete and accurate copies of all documents provided to the Aboriginal Groups in relation to the Project;
- (b) Keep reasonable business records of all its activities in relation to consultation and provide Ontario with complete and accurate copies of such records upon request;
- (c) Provide Ontario with timely notice of any Recipient mailings to, or Recipient meetings with, the representatives of any Aboriginal Group in relation to the Project;
- (d) Immediately notify Ontario of any contact by any Aboriginal Groups regarding the Project and provide copies to Ontario of any documentation received from Aboriginal Groups;
- (e) Advise Ontario in a timely manner of any potential adverse impact of the Project on Aboriginal or treaty rights or asserted rights of which it becomes aware;
- (f) Immediately notify Ontario if any Aboriginal archaeological resources are discovered in the course of the Project;
- (g) Provide Ontario with summary reports or briefings on all of its activities in relation to consultation with Aboriginal Groups, as may be requested by Ontario; and
- (h) If applicable, advise Ontario if the Recipient and an Aboriginal Group propose to enter into an agreement directed at mitigating or compensating for any impacts of the Project on Aboriginal or treaty rights or asserted rights.

E.3.4 Recipient Shall Assist Ontario. The Recipient shall, upon request lend assistance to Ontario by filing records and other appropriate evidence of the activities undertaken both by Ontario and by the Recipient in consulting with Aboriginal Groups in relation to the Project, attending any regulatory or other hearings, and making both written and oral submissions, as appropriate, regarding the fulfillment of Aboriginal consultation responsibilities by Ontario and by the Recipient, to the relevant regulatory or judicial decision-makers.

PART E.4 – NO IMPLICIT ACKNOWLEDGEMENT

E.4.1 No Acknowledgment Of Duty To Consult Obligations. Nothing in this Schedule shall be construed as an admission, acknowledgment, agreement or concession by Ontario or the Recipient, that a Section 35 Duty applies in relation to the Project, nor that any responsibility set out herein is, under the Constitution of Canada, necessarily a mandatory

aspect or requirement of any Section 35 Duty, nor that a particular aspect of consultation referred to in section 1.2 hereof is an aspect of the Section 35 Duty that could not have lawfully been delegated to the Recipient had the Parties so agreed.

PART E.5 – GENERAL

E.5.1 No Substitution. This Schedule shall be construed consistently with but does not substitute for any requirements or procedures in relation to Aboriginal consultation or the Section 35 Duty that may be imposed by a ministry, board, agency or other regulatory decision-maker acting pursuant to laws and regulations. Such decision-makers may have additional obligations or requirements. Nonetheless, the intent of Ontario is to promote coordination among provincial ministries, boards and agencies with roles in consulting with Aboriginal Groups so that the responsibilities outlined in this Agreement may be fulfilled efficiently and in a manner that avoids, to the extent possible, duplication of effort by Aboriginal Groups, the Recipient, Ontario, and provincial ministries, boards, agencies and other regulatory decision-makers.

PART E.6 – NOTICE AND CONTACT

E.6.1 Notices In Relation To Schedule. All notices to Ontario pertaining to this Schedule shall be in writing and shall be sent to the person identified under Part B.5 of Schedule B.

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SCHEDULE “F” COMMUNICATIONS PROTOCOL

PART F.1 – INTRODUCTION

F.1.1 Purpose of Communications Protocol. This Communications Protocol (Protocol) outlines the respective responsibilities and the working relationship between the Parties to this Agreement as they relate to all communications by the Parties regarding funding received in relation to the Project.

F.1.2 Application of Communications Protocol. This Protocol applies to all communications activities related to any funding the Recipient receives under this Agreement. Communications activities may include, but are not limited to:

- Project signage
- Media events and announcements, including news conferences, public announcements, official events or ceremonies, news releases
- Printed materials
- Websites
- Photo compilations
- Award programs
- Awareness campaigns

PART F.2 – PROJECT SIGNAGE

F.2.1 Project Signage: The Recipient shall, at Ontario’s request, provide acknowledgement of the provincial contribution to the Project. Sign design, content and installation guidelines will be provided by Ontario.

F.2.2. Permanent Plaque. Where the Recipient decides to install a permanent plaque or other suitable marker with respect to a Project, it must recognize the provincial contribution to the Project and be approved by Ontario prior to installation.

F.2.3 Installation of Signage. The Recipient is responsible for the production and installation of Project signage, unless otherwise agreed upon in writing prior to the installation of the signage.

PART F.3 – MEDIA EVENTS

F.3.1 Requesting Media Events. The Recipient or Ontario may request a media event, announcement or recognition of key milestones related to Project. In requesting a media event or an announcement, the Party requesting the event will provide at least twenty (20) Business Days’ notice to the other Party of its intention to undertake such an event. The event will take place at a date and location that is mutually agreed to by the Parties. The Parties will have the opportunity to participate in such events through a designated representative. Each participant will choose its designated representative.

F.3.2 Approval Of Communications. All joint communications material related to media events and announcements must be approved by Ontario and recognize the funding provided by Ontario.

F.3.3 Media Events. Media events and announcements include but are not limited to:

- News conferences
- Public announcements
- Official events or ceremonies
- News releases

PART F.4 – PRINTED MATERIALS, WEBSITE, PHOTO COMPILATIONS, AWARD PROGRAMS AND AWARENESS CAMPAIGNS

F.4.1 Messaging About Project. With prior consultation with Ontario, the Recipient may include messaging in its own communications products and activities with regards to the Project. When undertaking such activities, the Recipient shall provide the opportunity for Ontario to participate and shall recognize the funding provided by Ontario.

PART F.5 – ISSUES MANAGEMENT

F.5.1 Sharing Information. The Recipient shall share information promptly with Ontario should significant emerging media, Project or stakeholder issues relating to a Project arise. Ontario will advise Recipients, when appropriate, about media inquiries concerning the Project.

PART F.6 – COMMUNICATING SUCCESS STORIES

F.6.1 Communicating About Project. The Recipient agrees to communicate with Ontario for the purposes of collaborating on communications activities and products including but not limited to success stories and features relating to the Project.

F.6.2 Ontario's Right To Publicize Information About Project. The Recipient acknowledges and agrees that Ontario may publicize information about the Project. Ontario agrees it will use reasonable efforts to consult with the Recipient about Ontario's publication about the Project prior to making it.

PART F.7 - DISCLAIMER

F.7.1 Disclaimer. If the Recipient publishes any material of any kind relating to the Project or the Connecting Links Program, the Recipient shall indicate in the material that the views expressed in the material are the views of the Recipient and do not necessarily reflect Ontario's views.

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SCHEDULE “G” REPORTING REQUIREMENTS

PART G.1 – REPORTS REQUIREMENTS

The following Reports are to be provided in full in the corresponding format provided hereafter and with such content as is satisfactory to Ontario:

	Name of Report and Details Required	Due Date
1.	Contract Award Report - a Report from council including a resolution or bylaw authorizing the award of the first contract to initiate the project.	Within fifteen (15) Business Days of a council resolution and no later than June 30, 2020.
2.	Revised Budget Report must be based on tenders awarded to complete the Project including: (i) first contract for project as part of the Milestone 1 Report, (ii) after award for detail design (if not first contract), and (iii) after award of construction. The Recipient shall use the form set out in Part G.2 of Schedule “G” of the Agreement.	Within fifteen (15) Business Days of a council resolution authorizing the contract award.
3.	Progress Report - The Recipient shall use the form set out in Part G.3 of Schedule “G” of the Agreement.	Twice a year by January 15 and July 15 for the Term of the Agreement.
4.	Substantial Completion Report – The recipient shall use the form set out in Part G.4 along with a Revised Budget Report using the form set out in Part G.2 of Schedule “G” of the Agreement.	Within fifteen (15) Business Days of the Project Completion Date set out in Part B.3 of Schedule “B” of the Agreement (no later than December 31 st of the fiscal year of Project Completion).
5.	Final Report - including statement of final incurred eligible expenses validated by invoices and/or payment certificates. The Recipient shall use the form set out Part G.5 of Schedule “G” of the Agreement.	Within sixty (60) Business Days of the Project Completion or no later than March 8 of the fiscal year of Project Completion.
6.	Other Reports or information as may be directed by Ontario from time to time, if any	On or before a date directed by Ontario.

SCHEDULE “G” Continued**PART G.2 – REVISED BUDGET REPORT****REVISED BUDGET REPORT**

This report will contain a revised budget for the Project based on Total Net Eligible Expenses after award of (i) first contract for project as part of the Milestone 1 Report, (ii) after award for detail design (if not first contract), and (iii) after award of construction. This report should be submitted to the ministry within 15 days of award of tender.

Recipient Municipality Name	
Project Name	

REVISED PROJECT COSTS

	ORIGINAL BUDGET (From Application)	REVISED BUDGET	VARIANCE
Environmental Assessment/Permits			
Engineering/Design			
Project Management/Contract Administration			
Construction			
Miscellaneous			
Total			
Less Any Actual or Potential HST Rebates			
REVISED TOTAL NET ELIGIBLE COSTS			

VARIANCE EXPLANATION

In cases where revised costs have a variance of 15% or more than the original budget (from application), please provide an explanation. If more space required, attach additional page.

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PROJECT CERTIFICATION

As the payment certifier or chief financial officer for my municipality [Full Legal Name below]

_____, I hereby certify that the revised Project Budget figures set out above are true to the best of my knowledge, information and belief.

Signature:	
Name:	
Title:	
Phone Number:	
Date:	

SCHEDULE “G” Continued**PART G.3 – PROGRESS REPORT****PROGRESS REPORT**

For projects to be completed in 2020-21, a progress report is due on or before July 15, 2020. For projects of two or three years to complete, this report is due twice a year on or before January 15 and July 15 for the term of the Agreement. Please contact your local Ministry of Transportation office should you have any questions filling in this report.

Recipient Municipality Name	
Project Name	

Key Dates:

Date	Forecasted	Actual
Total Eligible Project Costs to Date		
Less Any Actual or Potential HST Rebates		
TOTAL NET ELIGIBLE COSTS to Date		
Start Date of Detail Design (if applicable)		
End Date of Detail Design (if applicable)		
Start Date of Construction (if applicable)		
End Date of Construction (if applicable)		
Substantial Completion Date		

Please provide information in format below and attach to this report.

Description of Activities	Activity Status (On, Ahead, or Behind Schedule)	Issues to Date and Actions Taken to Resolve Issues	Confirm Expected Completion Date of Activity

Other Progress to date
<i>Include any communications events, and communications sent/received (oral or written) from any Aboriginal Groups, please include dates, where applicable or available</i>
Variance from original approved Project (if any)
<i>If so, explain why and by when?</i>

Attestation by Authorized Official:

I, _____ confirm that my municipality is in compliance with the terms and conditions found in the Agreement for this Project.

Name: _____

Title: _____ **Date:** _____

SCHEDULE “G” Continued**PART G.4 – SUBSTANTIAL COMPLETION****SOLEMN DECLARATION OF SUBSTANTIAL COMPLETION**

Recipient Municipality Name: _____

Project Name: _____

In the matter of the Agreement entered into between, Her Majesty the Queen in right of Ontario, as represented by the Minister of Transportation and the above-noted Recipient, on _____, 20__ (date) I, _____ a _____ (Registered Engineer or Architect, Municipal Official) in the Province of Ontario, do solemnly declare as follows:

1. That I am the _____ (title, department, organization), and as such have knowledge of the matters set out herein;
2. That the work identified for the Project (above) funded through the above-mentioned Agreement _____ (has / has not) been Substantially Completed as described in Schedule C, dated _____ on the _____ day of _____ 20__.
3. That the value (dollar amount) of substantially completed work on the Project, by _____, 20__ (date) is _____ (dollars).
4. That the work
 - a. was carried out by _____ (the prime contractor), between _____ (start date) and _____ (completion date);
 - b. was supervised and inspected by qualified staff;
 - c. conforms with the plans, specifications and other documentation for the work; and
 - d. conforms with applicable environmental legislation, and appropriate mitigation measures have been implemented.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Declared before me at the _____

Of _____

in the _____

of _____ this _____

day of _____ A.D. 20__

(Deponent)

A Commissioner etc.

This declaration must be sworn before a commissioner for oaths, notary public or justice of the peace

SCHEDULE “G” continued**PART G.5 – FINAL REPORT****FINAL REPORT**

*Final Reports are to be completed and submitted to MTO **within sixty (60) Business Days of the Project Completion and no later than March 8 of fiscal year of Project Completion.** Please contact your local Ministry of Transportation office should you have any questions filling in this report.*

Attach Payment certificate(s) (these may include unpaid holdbacks) and other third party invoices incurred for the Project. Where applicable, indicate any portion of the costs on such invoices which are Ineligible Costs as per section D.2 of Schedule “D”.

Municipality Name:

Project Name:

Section 1. Project Details

Dates	Forecasted	Actual
Construction Start Date		
Construction End Date		

Project Variances (if applicable)

Has your Project experienced any variances in scope, budget or schedule? Please describe and provide a rationale.

SCHEDULE “G” continued**Section 2. Financial Information**

Budget Item	Budgeted Cost	Actual Cost
Eligible Project Costs	\$	\$
Less HST Rebate	\$	\$
TOTAL NET ELIGIBLE COST	\$	\$
Total Interest Earned on Funds		\$

For all invoices attached, please provide information in format below and attach to this report.

Work Description	Invoice #	Invoice Date	Invoice Period		Vendor	Total Amount (A)	HST	HST Rebated (B)	Net Eligible Cost (A-B)
			From	To					
TOTAL									\$

SCHEDULE "G" continued

Section 3. Project Outcomes and Benefits**1. What were the objectives of your Project?** *(Select any that apply)*

- ☐ Address safety related issues
- ☐ Extend service life
- ☐ Improve pavement condition
- ☐ Improve drainage (cross-fall, curb and gutter, storm sewer, etc.)
- ☐ Improve underground infrastructure (watermain, sanitary sewer, utilities, etc.)
- ☐ Other (describe below)

2. Describe how the work completed achieves these objectives. Please include quantitative information where possible e.g., extended service life in terms of additional years, improvement in road condition rating, lane-km in good condition, etc. *If required, you may attach information on separate page and attach to this report.*

3. Describe any economic or other benefits of the project for your community. *If required, you may attach information on separate page and attach to this report.*

4. Please confirm that your connecting link and project improvements will be included in your asset management plan and when the updated plan will be available.

- ☐ Yes, I confirm that our connecting link and the project improvements will be included in my municipality's updated asset management plan.

I expect our updated plan will be completed and publically posted by: [Month] [Year]

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SCHEDULE “G” continued**Section 4. Aboriginal Duty to Consult**

Please provide particulars as to how the requirements have been met under Section 11 and Schedule “E” of the Agreement.

Please indicate:

Declaration required for the Project:

There have been communications from Aboriginal Groups and/or items of cultural significance to Aboriginal Groups were located with respect to this Project.

☐ Yes ☐ No

If you responded “Yes” to the above, please complete the following:

Declaration required for Project with additional Duty to Consult requirements, as identified by Ontario

Notice about this Project, as well as a full Project description, was provided to identified Aboriginal Groups making them aware of the opportunity to provide comments about the Project and its potential impacts

☐ Yes ☐ No

A copy of any correspondence/information between the Recipient and any Aboriginal Groups was forwarded to the Province of Ontario.

☐ Yes ☐ No

The Province of Ontario was made aware of any issue(s) identified by any Aboriginal Groups

☐ Yes ☐ No

Section 5. Confidentiality, Certification and Signature**Confidentiality**

Information submitted in this Final Report to Ontario will be subject to the *Freedom of Information and Protection of Privacy Act*. **Any information submitted in confidence should be clearly marked “CONFIDENTIAL” by the Recipient.** Inquiries about confidentiality should be directed to the Rural Programs Branch.

Certification

I certify that:

1. The Project as described in the Agreement has been completed;
2. The Recipient is in compliance with all of the terms and conditions of the Agreement for the Project;
3. Any interest earned (as noted in Section 2) has been used for Eligible Costs associated with the Project or has been or will be remitted to the Ministry; and
4. There have been no overpayments by Ontario or any other organization or government in relation to the Project.

The official noted below warrants that these statements are true as of the date indicated.

NAME OF AUTHORIZED OFFICIAL:	
TITLE:	
DATE:	

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

BY-LAW NUMBER 074-20

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 AND REPEAL BY-LAW 105-19 and BY-LAW 045-20

WHEREAS the Council of the Corporation of the Township of Wellington North is desirous of appointing 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 Hurania Melgar is hereby appointed the Community Emergency Management Coordinator for the Township of Wellington North.
2. That Michael Givens is hereby appointed Alternate Community Emergency Management Coordinator for the Township of Wellington North.
3. That Chris Harrow is hereby appointed Alternate Community Emergency Management Coordinator for the Township of Wellington North.
4. That Marco Guidotti is hereby appointed Alternate Community Emergency Management Coordinator for the Township of Wellington North.
5. That this by-law shall come into force September 21, 2020 and at that time By-law number 105-19 and 045-20 are repealed in their entirety.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14TH DAY OF SEPTEMBER, 2020.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 075-20**

**BEING A BY-LAW TO PROVIDE FOR THE APPROVAL OF
A MUNICIPAL EMERGENCY RESPONSE PLAN AND TO REPEAL
BY-LAWS NO. 37-10, 39-12, 50-12, 71-14, 088-16 and 094-17**

WHEREAS, the Province of Ontario has passed the Emergency Management Act and Civil Protection Act, R.S.O., 1990, as amended;

AND WHEREAS, every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

AND WHEREAS, the Council of a County may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans;

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

1. THAT the Emergency Response Plan for the Township of Wellington North attached hereto as Schedule "A" is hereby adopted.
2. THAT this By-law shall come into full force and effect on the day of passing.
3. THAT By-law Numbers 37-10, 39-12, 50-12, 71-14, 088-16 and 094-17 are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14TH DAY OF SEPTEMBER, 2020.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

EMERGENCY RESPONSE PLAN

FOR
WELLINGTON COUNTY
AND
THE MEMBER MUNICIPALITIES



September 14, 2020

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1 BY-LAW NUMBERS AND AMENDMENTS TO THE EMERGENCY RESPONSE PLAN

DATE	BY-LAW #	PURPOSE	DATE CONSOLIDATED	INITIALED

2 INTRODUCTION

Emergency management in Ontario is a risk based management approach and includes the following five components:

- **PREVENTION**
Actions taken to stop an emergency or disaster from occurring. Such actions may include legislative controls, zoning restrictions, improved operating standards/procedures and critical infrastructure management.
- **MITIGATION**
Actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.
- **PREPAREDNESS**
Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, service continuity plans and programmes, training and exercises, and public awareness and education.
- **RESPONSE**
The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or critical infrastructure.
- **RECOVERY**
The process of restoring a municipality including its residents, economy, environment, critical infrastructure to a new normal and considering opportunities to build back better. This may include the provision of financial assistance, re-building or repairing buildings and critical infrastructure, and/or restoration of the environment.

In Ontario, Municipalities are required to develop risk-based emergency management programmes consisting of prescribed elements that may include the five components of prevention, mitigation, preparedness, response, and recovery activities. In Ontario, these programmes generally include:

- Development of Emergency Response Plans and may include development of Risk-based Emergency Response Plans and Service Continuity Plans;
- Training for members of Municipal Emergency Control Groups (MECG and herein after referred to as Control Group), support staff, and partner agencies and organizations;
- Public awareness and education on municipal risks to public safety and on personal preparedness for emergencies.

- Conduct exercises to test all or portions of the Emergency Response Plan and/or specific procedures of the municipalities and/or its partner response agencies developed to enhance the policies of this plan.

Municipal emergencies or disasters are distinct from routine operations carried out by emergency response agencies such as police, fire and ambulance or municipal departments such as Public Works/Infrastructure Services. The duration, scale, impacts and jurisdictions involved along with the increase in resources and personnel required to respond, can result in a complex emergency requiring a coordinated effort on the part of a number of agencies both public and private.

3 HAZARD IDENTIFICATION AND RISK ASSESSMENTS (HIRA)

The purpose of completing a HIRA is to assess potential risks/hazards that could result in a community wide emergency/disaster. The HIRA helps to identify priorities for prevention, mitigation, preparedness, response and recovery from risk/hazards. This process can provide information to guide Municipal Councils, their Land Use Planners, residents, and Emergency Management professionals to take action to reduce future losses. (Methodology Guidelines 2019, OFMEM)

Wellington County and its Member Municipalities use the 2019 Provincial Hazard Report and support Methodology Guidelines, as amended over time by the Province, as tools for the identification of Hazards and assessing their risks.

In order to be included as a hazard, as set out in the Provincial Emergency Management Hazard Report (2019), it must meet the following definition:

“A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage”, and

It must also have the potential to meet one or more of the following criteria:

- Could affect the community’s capacity to respond;
- Could be significant damage or interruption to normal services/operations such that affected communities must use extraordinary or emergency resources;
- A declaration of emergency or activation of the Control Group is possible.

Risk is assessed based on exposure, vulnerability, and capacity wherein;

- Exposure includes an estimate of the population affected by the hazard;
- Vulnerability considers the conditions which may increase the susceptibility of the population or portions of the population to hazard; and

- Capacity considering the opportunities for the Municipality and its residents, and assets to prevent, mitigate, prepare, respond to and recover from the effects of the hazard.

The following lists the hazards the County and Member Municipalities have identified and assessed as part of their emergency management programmes. This list is not inclusive and is not in any particular order of priority.

- Tornados
- Floods (Drayton and Harriston have the greatest risks)
- Blizzards and ice storms
- Human Health emergencies including a pandemic
- Energy emergencies such as electricity, natural gas, oil and fuel
- Cyber threats
- Water emergencies – Water emergencies include risks to public and private drinking water supplies from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs), and water quantity threats
- Dam failures
- Hazardous materials release at a fixed site or during transportation
- Explosions and fires
- Foreign animal disease outbreak
- Terrorism and sabotage
- Building or structural collapse of a public building

As part of their emergency management programmes, Municipalities may develop Hazard Specific Response Plans to provide additional response capabilities/capacities and responsibilities to handle the hazard/risk. These plans may include additional information relating to prevention, mitigation, preparedness, response and recovery and specific information for required emergency management programme elements such as training, exercises and public education.

4 AIM

The aim of the Emergency Response Plan (herein after referred to as “The/A Plan”) is to make provisions for the actions a Municipality may take to deploy resources, equipment and services, and identify responsibilities to guide a Municipality and its Response Partners through a coordinated municipal emergency response, declared or not, in order to;

- protect the health, safety and welfare of residents, businesses and visitors,
- safe guard critical infrastructure,
- protect the environment,
- ensure future economic vitality, future resiliency and reduce vulnerabilities.

5 LEGISLATIVE AUTHORITY

Section 3 of the Emergency Management and Civil Protection Act (herein after referred to as “the Act”) requires every municipality to have a Plan. The Act is also the primary enabling legislation for the formulation of the Plan. Section 3 of the Act states that, **“every municipality shall formulate an emergency response plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”**.

The Act and the passage of Municipal By-laws will provide the legal authority for the Plan. A copy of this plan is also filed with the Ministry of the Solicitor General through the Office of the Fire Marshall and Emergency Management.

6 ACTION PRIOR TO DECLARATION

When an emergency has occurred, but an emergency has not been declared, Council and/or the employees of the County or a Member Municipality may take such action necessary to respond to protect the lives and property of the residents of the Municipality. Such actions must not be contrary to law and should be within the Service, Department or Agency’s mandate as set out in the Plan.

7 DECLARATION OF EMERGENCY

The Act provides the Head of Council of a municipality the authority to declare a Municipal Emergency. Section 4 of the Act states that the “head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area”. Municipalities will appoint at least one member of Council to fulfill this responsibility and other responsibilities set out in this Plan, in the absence of the Head of Council.

A signed emergency declaration by the Head of Council shall be sent to the following:

- The Solicitor General through the Provincial Emergency Operation Centre (PEOC)
- The County Warden (if a local emergency)
- County Ward Councilors for the impacted municipality
- Heads of Council of Member Municipalities
- Neighbouring municipalities
- The local Member of Parliament (MP)
- The local Member of Provincial Parliament (MPP)
- The public, through the media, with the assistance of the Emergency Information Officer (EIO)

7.1 Orders

Section 4 permits the Warden of the County or the Mayor of a Member Municipality to issue orders upon making an emergency declaration to expedite the emergency response to:

- i) implement the Plan;
- ii) protect property; and
- iii) protect the health, safety and welfare of residents.

In the case of an order being issued by the Warden of the County of Wellington, the Warden will consult with the Mayors of the Member Municipalities (Joint EOC) prior to issuing any orders.

All orders issued will be circulated to those individuals/agencies that received a copy of the emergency declaration listed above.

7.2 Municipal Emergency Declarations

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for managing the response is with the affected Member Municipality.

The Member Municipalities will exercise and implement the Plan with respect to all municipal emergencies/disasters.

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

7.3 County Emergency Declarations

- Initially, the County may respond to the emergency of a Member Municipality with support in the form of personnel and equipment. The Community Emergency Management Coordinator (CEMC) will act as liaison between the Member Municipality and the County.
- The Warden or CAO may activate the County's Emergency Notification System and the Emergency Operation Centre to coordinate emergency support to the Member Municipalities for localized emergencies, such as a tornado or flood, affecting at least three or more Member Municipalities. Joint communication and response may be established through the Joint EOC policies set out in Section 8.2.
- Certain emergencies such as a Human Health Emergency/Pandemic, Foreign Animal Disease or large weather events may affect most, if not all of the County. The County will respond to the emergency to ensure the continuation of County services, functions and operations through its Service Continuity Plans. A Joint Municipal Emergency Control Group will be established to provide primary municipal strategic decision making with respect to the emergency. This group may assemble in a County or Member Municipal EOC or establish a joint virtual Emergency Operation Centre. Either the County or member Municipal Control Groups may request consideration for the establishment of a Joint Emergency Control Group as set out in Section 8.2 at any time.
- Where the Warden, in consultation with the County Control Group, determines that the emergency, located within the boundaries of one or more member municipalities, is placing an extraordinary demand (personnel, materials and/or financial) upon the resources of the County, a County Emergency Declaration will be made.

7.4 Termination of Emergencies

At any time, the Head of Council or, Council or may declare that an emergency has terminated. Once an emergency has been terminated, a copy of the signed emergency termination declaration shall be sent to the individuals and agencies listed in the beginning of Section 7.

8 MUNICIPAL EMERGENCY CONTROL GROUPS (MECG)

Regulation 380/04 of the Act requires each municipality to establish a Municipal Emergency Control Group. The County and Member Municipalities have identified Municipal representatives to participate in their Control Groups. The roles and responsibilities of the individual Control Group members are set out in Section 8.3.

8.1 Municipal Emergency Notification Procedures

Upon receipt of a warning that a real or potential emergency is imminent or occurring, any member of the Municipal Emergency Control Group (MECG), can request that the MECG be notified and placed on standby for further information or request that the Emergency Operations Centre (EOC) be activated. In some emergencies, assembling the Control Group and activating the EOC may not be necessary, but it may be important to make members aware of a potential emergency, to update them on a situation, or gain their advice and expertise.

To notify the MECG and/or activate the EOC, control group members should contact the following positions or agencies with appropriate information to initiate the activation.

- Wellington County – Bestel Message Centre
- Centre Wellington – Infrastructure Call Centre
- Erin – Fire Chief (alternate CEMC) or alternate
- Guelph/Eramosa – Chief Administrative Officer (CAO) or alternate
- Mapleton – CAO or alternate
- Minto – CAO or alternate
- Puslinch – CAO or alternate
- Wellington North – CAO or alternate

Each municipality has its own notification procedures. Municipalities will test these procedures on a regular basis and it is recommended that they be tested/used annually.

8.2 Joint Control Group or Command Advisory (IMS) Team

There are times when the County and Member Municipalities may be jointly impacted by the emergency and ensuring sharing of information, personnel and resources may be important to a coordinated response. If such circumstances occur, a Joint Control Group/Command Advisory Team (for an IMS response) may be formed/assembled. This decision shall be made in consultation with the Heads of Council, CAOs, Emergency Manager/CEMC and/or alternates of the affected municipalities. Once a decision is made to establish a Joint Control Group/Command Advisory Team, the Heads of Council, CAOs and the Emergency Manager/CEMC may comprise the team members and/or determine the appropriate team composition to respond to the emergency.

8.3 Responsibilities of MCEG Members

The following subsections list the members of the Control Group and their responsibilities during an emergency. The members of the Control Group may from time to time delegate a member of their staff to represent them during an emergency response.

8.3.1 Head of Council (Warden and/or Mayor)

- i) Provide Leadership in the EOC operations.
- ii) Declare an emergency as provided by the Emergency Management and Civil Protection Act.
- iii) May terminate an emergency.
- iv) Ensure that Council is kept informed of the Municipality's response to the emergency declared or not declared. The Warden, Mayor or alternate is Council's representative for the emergency response in the EOC. They will liaise with other Council members regularly to keep them informed of the situation and provide information for residents.
- v) Liaise with other municipal Wardens/Mayors regarding the emergency as required.
- vi) Establish a communication link with the Municipality's Emergency Information Officer.
- vii) Act as the Community Spokesperson.
- viii) Coordinate all media inquiries regarding the emergency operation with the Emergency Information Officer.
- ix) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.2 Senior Administrative Municipal Official

- i) May fulfill the role of Emergency Operations Centre (EOC) Director under IMS.
- ii) Responsible for activating the EOC.
- iii) Ensure continuity of Municipal services, functions and operations of the municipality and if affected determine efforts needed to restore services in consultation with Department Heads, Senior Management Team, etc.
- iv) Arrange for additional EOC support staff as required.
- v) Advise Head of Council/alternate and Control Group on administrative matters, Council policies and procedures.
- vi) Working with the CEMC, ensure that required individuals and agencies are notified of the declaration and termination of an emergency.
- vii) Authorize implementation of Mutual Assistance Agreements in consultation with Control Group.
- viii) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.3 Fire Chiefs

- i) Establish a fire incident command post with communication link to the EOC.
- ii) If emergency is fire related, appoint Incident Commander and advise the EOC.
- iii) Establish communication link with senior fire officials at the emergency site.
- iv) Determine if additional fire resources are required to aid emergency site effort including the need for additional fire personnel and equipment.
- v) Ensure Mutual Aid Fire Agreement/Plan is activated if requested.
- vi) Assist Guelph-Wellington Paramedic Service with casualties as necessary if resources are available.
- vii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown on Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
- viii) Liaise with the Fire Marshall's Office and other related fire department response partners.
- ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
- x) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.4 Senior Municipal Road Authority Official

- i) If necessary, establish an incident command post with communication link to EOC.
- ii) Establish a communication link with senior roads staff at the incident.
- iii) Provide an incident commander(s) for the site, if required.
- iv) Advise on engineering, road design, resources, relating to the Municipal road infrastructure.
- v) Liaise with senior Public Works/Infrastructure Services officials from other road authorities including the County and the Province.
- vi) Ensure municipal resources, if available, are provided as requested.
- vii) Arrange for resources as requested by Incident Command and ensure a record/inventory of all supplies and equipment is maintained.
- viii) Assist OPP with traffic barricades; assist fire with evacuations as requested.
- ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
- x) Maintain municipal services provided such services could be maintained safely.

- xi) Arrange to have public or private utilities disconnected if public safety is affected or when directed by Incident Command within the site, or the EOC Director if outside the site.
- xii) Implement Department Service Continuity Plans.
- xiii) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.5 Senior Municipal Water/Waste Water Official

- i) Mobilize materials, personnel and equipment to respond to an emergency and, if necessary, arrange for services from other municipalities or private contractors.
- ii) Provide advice and information with respect to municipal water resources, wastewater and provincial legislation, etc.
- iii) Liaise with the MECP, Ontario Clean Water Agency, etc. with respect to water issues in the municipality.
- iv) Ensure well houses, water treatment facilities and infrastructures operate properly, and arrange for repairs as necessary.
- v) Arrange for the implementation of water contingency plans; boil water advisories, etc. as required in consultation with Wellington-Dufferin-Guelph Public Health or designated representative and the MECP.
- vi) Arrange for equipment for emergency pumping operations.
- vii) Liaise with the Fire concerning emergency water supplies for firefighting purposes.
- viii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown on Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
- ix) Arrange for emergency potable water supplies and sanitation facilities to the requirement of Wellington-Dufferin-Guelph Public Health (WDG Public Health).
- x) Arrange for the discontinuation of any water service to any resident, as required, and ensure services are restored when appropriate.
- xi) Implement Contingency response plans and/or Service Continuity Plans.
- xii) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.6 Treasurer

The responsibilities of the Municipal Treasurers are set out in Section 10 - Financial Considerations for Municipal Emergencies. In addition to these responsibilities, Municipal Treasurers are members of the Control Group. The following roles are specific to Treasurers as members of the Control Group;

- i) May take on the role of Administration and Finance Chief under IMS.

- ii) Provide information and advice on financial matters and information systems as they relate to the emergency and the effects on the municipality.
- iii) Implement Department Service Continuity Plans.
- iv) Liaise, if necessary, with Treasurers from County and Member Municipalities.
- v) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.7 Social Services Administrator

The Social Services Administrator is a member of the County of Wellington Control Group but provides Emergency Social Services support to Member municipalities as requested. Details of the Emergency Social Services can be found in Section 12 – Emergency Evacuations and Emergency Social Services Response.

The main responsibilities of the Social Services Administrator during an emergency are:

- i) Upon notification that a shelter or reception centre is in the process of being set up, will provide advice and guidance with respect to the overall management of the shelter. The Social Services Administrator or alternate may take on the role of Shelter Manager or may appoint a staff person to this role.
- ii) Will implement the Memorandum of Agreement with the Canadian Red Cross (Red Cross), as required.
- iii) Liaise with partner agencies such as WDG Public Health, Red Cross, St. John Ambulance, Salvation Army and service groups to set up, manage, and disassemble the reception/shelter facilities.
- iv) Activate Mutual Assistance Agreements with partner agencies and various service and supply agreements, as needed.
- v) Implement Department/Division Service Continuity Plans.
- vi) Maintain a log of all expenditures and invoices and submit to the Administration and Finance Chief.
- vii) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.8 Wellington Terrace Administrator

- i) The Administrator is a member of the County of Wellington Control Group.
- ii) Coordinate with Province, WDG Health Unit and Guelph Wellington Paramedic Services on all matters relating to Long Term Care and response during the emergency.
- iii) Oversee/maintain appropriate service levels for Wellington Terrace during internal and external emergencies.
- iv) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.9 CEMC

- i) Is the Liaison Officer under IMS.
- ii) Ensure that proper communications are in place for the EOC.
- iii) Ensure attendees of the EOC are registered.
- iv) Liaise with the Provincial Emergency Operation Centre (PEOC) and OFMEM Field Officer.
- v) Ensure that supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations are available and ready for use.
- vi) Provide advice and clarification about the Emergency Management and Civil Protection Act, implementation of the Emergency Response Plan and other Municipal response plans and procedures.
- vii) Liaise with Wellington Social Services and community support agencies.
- viii) Prepare after action reports for the review and approval of the Control Group and for reporting to Councils about the emergency response and recommended improvements.
- ix) Maintain log of actions taken and decisions made or arrange for a scribe.

8.4 Emergency Operations Centre (EOC) Support Staff

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

8.4.1 Scribe (Main Event Log or Personal Activity Log)

- i) Maintains Main Event Log during operation of the EOC.
- ii) Assists any member of a Control Group/IMS response team with their personal activity logs.

8.4.2 Human Resources Administrator

- i) May be appointed to the Logistics Section of IMS.
- ii) Consult with partner agencies to coordinate outreach and counselling services for staff affected by the emergency.
- iii) Assist with the set up and staffing of the volunteer registration centre.
- iv) Arrange for the tracking of volunteers.
- v) Implement Emergency HR Policies.
- vi) Implement Emergency redeployment strategies.
- vii) Implement Service Continuity Plans.
- viii) Maintain a personal activity log of actions taken.

8.4.3 Manager, Purchasing and Risk Management Services

In the event of a countywide emergency, the Purchasing and Risk Manager may take on the role of Logistics Chief or Security and Risk Management Officer or both. Duties will include the following:

- i) Arrange for equipment, personnel and materials as directed.

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

8.4.4 IT Services Support Staff

- i) Member of the Logistics Section of IMS
- ii) Ensure that the EOC's have connectivity to the municipality's computer network, including internet for additional communication support.
- iii) Source and provide equipment and staff resources as necessary to support municipal emergency operations, the Emergency Operation Centre and/or staff redeployment/alternate working arrangements including to but not limited to software systems, email and internet and hardware.
- iv) Assist with any other information technology needs.
- v) Implement Service Continuity Plans.
- vi) Maintain a personal activity log of actions taken.

8.4.5 Municipal Official Responsible for Facilities

- i) Member of the Operations Section under IMS
- ii) Ensure departmental notification is set up and that staff are trained on these.
- iii) Responsible for the setup of a municipal facility as a reception/shelter/warming/cooling centre, including scheduling available municipal staff and/or arrange for assistance from Wellington County Social Services to manage the emergency service. A minimum of two municipal staff and/or volunteers must be available to operate the facility.
- iv) Responsible for ensuring Municipal recreational facilities are closed as required by the emergency
- v) Responsible for the safe re-opening of Municipal facilities closed because of the emergency.
- vi) Maintain a personal activity log of actions taken.

8.4.6 Facilities Manager

- i) Liaise with Public Works/Infrastructure Services regarding weather conditions and the possibility of road closures.
- ii) Implement facility set up procedures and inspect equipment/supplies. Municipalities may make available a policy regarding the set-up, use and running of the temporary warming centre.
- iii) Check booking schedule and notify users of closure to normal operations.
- iv) Arrange for immediate registration of attendees.
- v) Provide information about the municipal facilities.

- vi) Liaise with Logistics to arrange for security at centre once established.
- vii) Maintain a personal activity log of actions taken.

8.4.7 Legal Counsel

Provide legal advice, as requested, to the MEEG or any member of the MEEG as they apply to the actions of the County and their response to an emergency.

8.5 Supporting Agencies, Boards, Services and Organizations

The following agencies, boards, services and organizations may be requested to assist at the emergency site and/or the EOC.

8.5.1 Wellington OPP

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

8.5.2 Guelph-Wellington Paramedic Service (GWPS)

- i) Establish communication with the Incident Commander. Consider presence at Command Centre. Respond to EOC if established.
- ii) Provide for overall coordination of "Emergency Medical Response" to an emergency.
- iii) Provide for and maintain Emergency Medical Services at the incident.

- iv) Directly liaise with Site Coordinator.
- v) Assess and determine need, request and coordinate deployment of “on-site Medical Teams.”
- vi) Establish and maintain open link communications with Central Ambulance Communications Centre (CACC).
- vii) Liaise with Wellington-Dufferin-Guelph Public Health “Incident Manager”.
- viii) Update reporting to Wellington-Dufferin-Guelph Public Health and Ministry of Health and Long-Term Care designate.
- ix) Provide technical assistance to Wellington-Dufferin-Guelph Public Health with assessment of resource needs.
- x) Determine resource availability and coordinate deployment to emergency site (i.e. air ambulance, multi-patient buses, support units, paramedics, etc.).
- xi) Procure and approve supply purchases.
- xii) Ensure appropriate patient allocation to receiving medical facilities and efficient distribution of patient load.
- xiii) If required, appoint GWPS Incident Commander.
- xiv) Liaise with allied agencies, home and community care, for information regarding invalids or disabled citizens that may reside in an area to be evacuated.
- xv) Assist in the coordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in need of evacuation.
- xvi) Activate Critical Incident Stress Management (CISM) Team.
- xvii) Participate in debriefing and assisting the CEMC in the preparation of Incident Report.

8.5.3 Wellington-Dufferin-Guelph Public Health (WDGPH)

- i) Participate in Municipal Emergency Control Group meetings.
- ii) WDGPH will activate the WDGPH Emergency Response Plan and Incident Management System when warranted.
- iii) Will maintain a communication link with Wellington County during emergencies.
- iv) During a human health emergency/pandemic will establish a unified command incident response with the affected municipality.
- v) During a municipal water system emergency, WDGPH will establish a unified command incident response with the affected municipal water department.
- vi) Provide information/instructions on public health risk reduction for the public which municipalities can distribute on their own social media platforms.
- vii) Consult on the safe disposal of biohazardous and other infectious/hazardous material.

- viii) Coordinate vaccine management and implement mass immunization plan as required.
- ix) Provide advice to affected municipal department(s) or response group(s) on potability of emergency water supplies and sanitation facilities as required.
- x) Liaise with the Provincial Government (i.e. Ministry of Health, Ministry of Long-Term Care, Ministry of Labour, Training and Skills Development, Ministry of the Environment, Conservation and Parks, Ontario Health, Public Health Ontario etc.)
- xi) Consult with Coroner on temporary morgue facilities.
- xii) Fulfill legislative mandate of the Medical Officer of Health (MOH) as outlined in relevant provincial legislation, such as the Health Protection and Promotion Act, and Ontario Public Health Standards, and related protocols.
- xiii) Provide direction on any matters that may adversely affect public health.
- xiv) Liaise with public sector, voluntary and private agencies as needed (i.e. Family Health teams, Hospitals, School Boards, Red Cross, VON, etc.).
- xv) Liaise with Social Services Administrator or designated alternates on preventing human health risks in evacuation centres in areas of; safe food preparation, infection control practices, water quality, accommodation space, and sanitation.
- xvi) Keep record of all Wellington-Dufferin-Guelph Public Health activities including actions taken and decisions made.
- xvii) Participate in debriefings as required.

8.5.4 Local Hydro Utility

- i) Provide information and advice regarding available hydro services.
- ii) Provide alternate emergency hydro supplies where necessary and practical.
- iii) Discontinue hydro services as requested or required.
- iv) Restore interrupted services on a priority and volume basis.
- v) Liaise with the Fire Chief, Senior Municipal Roads Official, Water and Waste Water Officials and other Senior Municipal Staff.
- vi) Ensure the emergency routes are clear of power lines for safe ingress and egress to the emergency site.
- vii) Advise Head of Council, Senior Administrative Official and the Emergency Information Officer of any hydro related safety precautions that need to be conveyed to the public because of the emergency at hand or because of decisions made to respond to the situation.
- viii) Maintain a log of daily planning meetings and actions taken.

8.5.5 Amateur Radio Emergency Services (ARES) Emergency Coordinator or Alternate

The ARES Emergency Coordinator will be deployed by and report to the CEMC and will be responsible for the following:

- i) Activate emergency notification procedures of the Wellington Amateur Radio Emergency Services operators.
- ii) Ensure that the emergency telecommunications centre is properly equipped and staffed to work to correct any problems that may arise.
- iii) Maintain an inventory of community and private sector communications equipment and facilities that could be used to augment existing communications equipment.
- iv) Arrange for additional communication resources during an emergency.
- v) Maintain a personal activity log of actions taken.

8.5.6 Hospitals

In Wellington County, there are three hospitals: Louise Marshall, Palmerston, and Groves Memorial. The Wellington Health Care Alliance collectively administers them. During an emergency, the hospitals are responsible for the following:

- i) Implementing their emergency response plans.
- ii) Coordinate and liaise with Guelph Wellington Paramedic Services and Wellington-Dufferin-Guelph Public Health.
- iii) Notify and liaise with the Waterloo Wellington Local Health Network (WWLHIN) when a significant incident is identified.
- iv) Guelph-Wellington Paramedic Services and Wellington-Dufferin-Guelph Public Health will inform the Control Groups of concerns and needs of the hospital during municipal emergencies and if necessary, work with the control groups to arrange for assistance as may be required.

8.5.7 School Boards

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

- i) Implement emergency response plans and evacuation plans of the board and the schools as necessary.
- ii) During normal business hours, the municipality will be responsible for contacting the school and school boards to advise of a potential or occurring emergency within the municipality. With respect to potential weather emergencies, monitoring weather conditions will be the responsibility of the Board and their School Transportation Services. As weather emergencies have been rated as high probability by municipalities in Wellington County, it is expected that the boards and schools will undertake measures to adequately prepare and if necessary, respond to a weather event.

- iii) The Upper Grand District School Board and the municipalities have agreed to the use of the following schools as potential reception/evacuation centres:
 - Centre Wellington District High School
 - Erin District High School
 - Minto Clifford Public School
 - Norwell District Secondary School
 - Wellington District Secondary School
- iv) The Town of Minto and the Upper Grand District School Board have signed an agreement setting out the use and arrangements of a portion of the Minto Clifford Public School during declared or undeclared emergencies.

8.5.8 Conservation Authorities

Conservation Authorities are responsible for the following:

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

Water Conditions Statement:

Water Safety Statements are issued to make the public aware that rising water levels, melting ice, unsafe banks in and along rivers and streams could make them unsafe for recreational users. Flooding is not expected with this statement. Flood Outlook Statements provide an early notice that flooding is possible based on current weather forecasts.

Flood Watch:

A Flood Watch message provides an early warning that flooding is likely to occur along specified watercourses or throughout a municipality. The public, municipal officials and emergency services in these areas should be prepared to implement their emergency response plans.

Flood Warning:

A Flood Warning is issued when flooding will happen or is happening along specified watercourses or throughout a municipality. These messages may state the amount of flooding that is expected and may include specific actions to be taken by the public, municipal officials and emergency services, such as closing roads and evacuations.

8.5.9 Source Water Protection Plans

Under the Clean Water Act, 2006, multi-stakeholder committees with the support from the local source protection authorities developed Source Water Protection Plans. Many of the Source Water Protection Plans include policies that recommend municipalities update their emergency response plans to identify

vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and to ensure that policies and procedures are in place to be able to respond to emergencies in these vulnerable areas.

Schedule B Drinking Water Vulnerable area map schedules may be replaced from time to time based upon approvals by the Ministry and approved changes in the County of Wellington Official Plan.

The location of these vulnerable areas as shown on Schedule B1 through B7 of the Emergency Response Plan include areas within 100 meters of a source, two years and five-year travel times. Alternatively, the County of Wellington's Explore Wellington mapping contains additional information for twenty-five years' time of travel. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.

The training programmes for all municipalities in Wellington will be updated and reviewed annually with each municipal Emergency Management Programme Committee to ensure first responders, municipal staff responsible for emergency management receive appropriate awareness training of drinking water source protection, and local source protection plans policies. The training may also be provided to appropriate responding emergency management partners.

8.5.10 Risk Management Official (RMO)

If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and/or Public Works/Infrastructure Services Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Wastewater agencies/departments have developed policies to respond to emergencies. The Water and Wastewater municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistence procedures for responding to unprecedented water and wastewater situations and to assist each other in such situations. The Risk Management Official participates on this ad hoc Committee.

9 EMERGENCY MANAGEMENT RESPONSE IN THE EOC

For most emergencies, Wellington County and Member Municipalities will use the Provincial Incident Management System (IMS) to respond to an emergency at the site and in the EOC. Tactical response to an emergency is the responsibility of site Incident Command. Site support, strategic response including management of emergency information both internal and external, service continuity of municipal operations, and management of response activities outside of the site perimeter such as the operation of a reception centres/shelters is the responsibility of the EOC.

9.1 Emergency Operations Centre

When notified of an emergency, the primary or alternate EOC may be activated. Alternatively, depending on the emergency, a virtual EOC consisting of an EOC software tool, messaging tool, emails, intranet services, or other electronic means may be used instead of meeting in the EOC.

9.2 Operational Period

In most emergencies, the EOC will establish an operational period. This period consists of an agreed specified planning cycle for meetings, reporting and work schedule.

9.3 Operational/Planning Meetings

Operational/Planning meetings are the most important step in the operational period. Equally important is that the meetings be brief, focused and plan oriented. The purpose of the Operational Meeting is to hear updated information on the emergency response with the goal of preparing an Incident Action Plan to be implemented by the EOC Director with the assistance of staff.

9.4 Incident Action Plans (IAP)

Every coordinated response where the control group is monitoring and supporting the response should include the preparation of an IAP. The IAP provides all incident supervisory personnel with emergency response objectives, strategies, tactics, and directions for achieving them. It may also include (among others) resources, structures, as well as safety, medical and telecommunications instructions; it may be spoken or written. It is recommended that a written IAP be prepared whenever an EOC is operating.

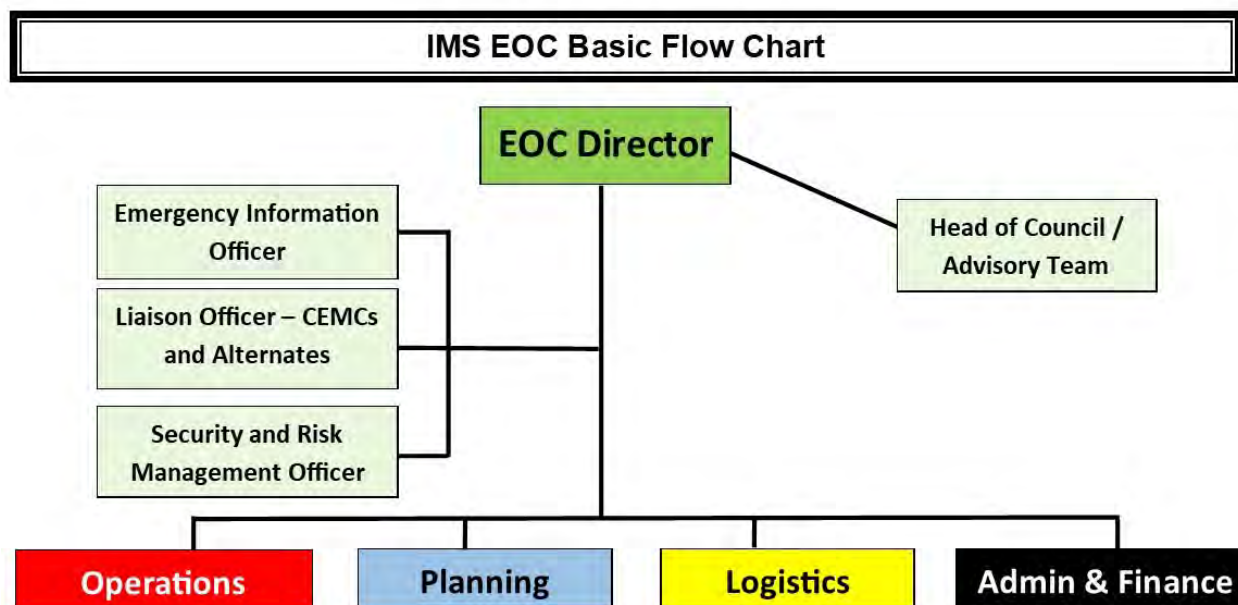
The steps in the IAP process include:

- i) Assess Situation – Obtain situation reports from involved agencies
- ii) Identify Goals and Objectives of the response
- iii) Assign Priorities
- iv) Assign Tasks
- v) Consider Resource Needs
- vi) Finalize plan, Approve and Implement
- vii) Monitor Plan – Future Meeting

The plan must be communicated to everyone at the end of each meeting.

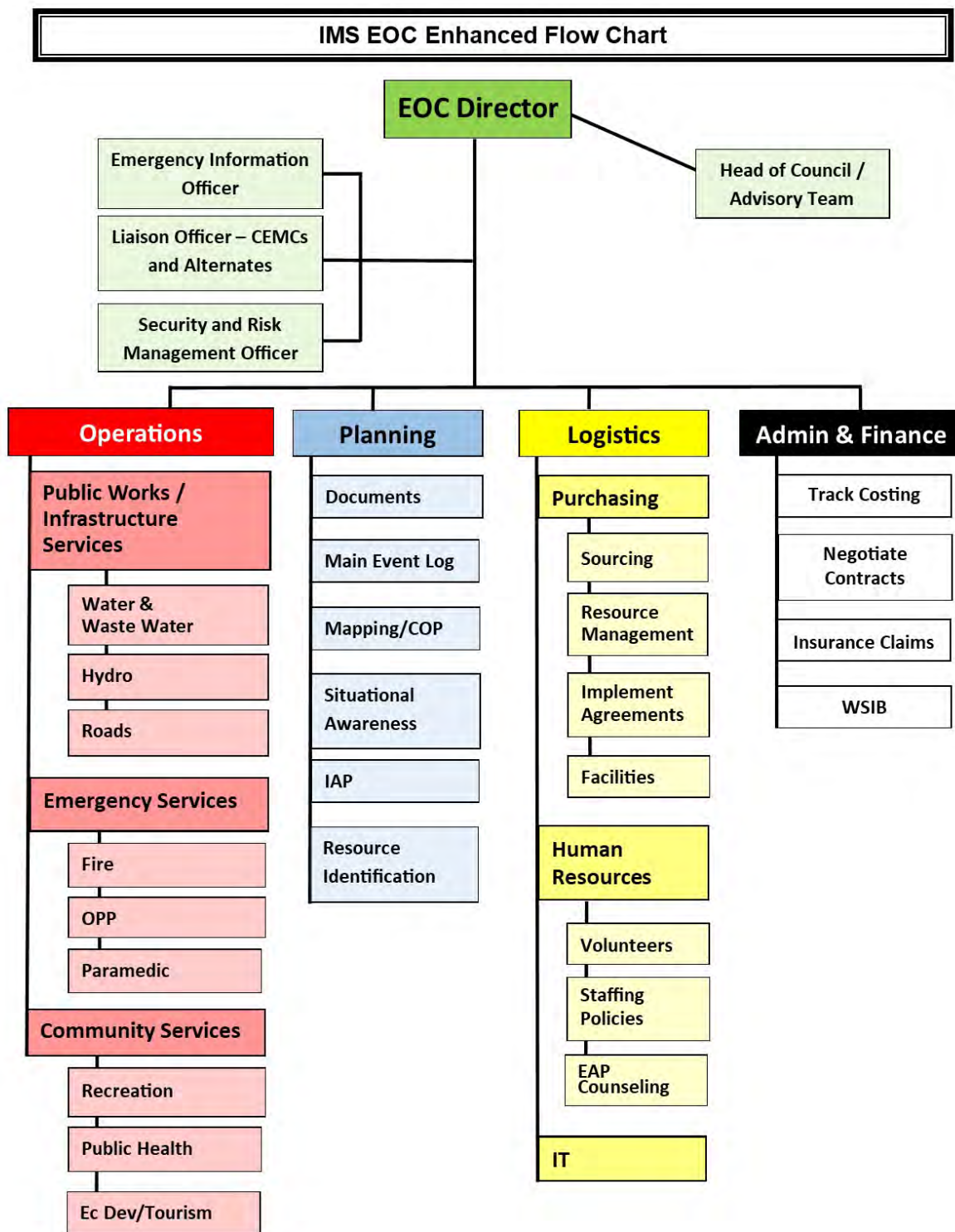
9.5 EOC Organizational Chart/IMS Structure

The following diagram represents the basic Incident Management System Structure. This model may be used with or without the declaration of an emergency. In the EOC, the CAO or senior official will fill the role of EOC Director.



9.6 Enhanced System Flow Chart

The following diagram represents a sample of how the Incident Management System model in Section 8.5 may be expanded for use during complex, multi-jurisdictional municipal emergencies over an extended period. It is expected that this model would be used during a municipal emergency declaration.



9.7 EOC Director

The following is a list of some of the responsibilities of the EOC Director. The EOC Director may consult with Command Advisory Team (Control Group) at any time, and may, delegate these responsibilities to other EOC staff.

- i) Activate the Emergency Response Plan.
- ii) Assemble the IMS/MECG Team.
- iii) Conduct operational briefings.
- iv) Authorize an Emergency Information Centre, if required.
- v) Authorize a Reporting and Inquiry Centre such as 211, if required.
- vi) Authorize, as delegated, expenditure of money required to deal with the emergency.
- vii) Authorize the movement/use of personnel, equipment and resources.
- viii) Authorize and direct the use of municipal resources within delegated authority.
- ix) Arrange for extra resources (personnel and equipment) to be utilized (e.g. private contractors, industry, volunteer agencies, service clubs, church groups, etc.).
- x) Request assistance from and/or liaise with various levels of governments and any other public or private agency
- xi) Authorize activation of Mutual Assistance Agreements.
- xii) Implement a recovery strategy.
- xiii) Participate in post-emergency debriefings and assist with preparation of reports.

9.8 EOC Command Staff

EOC Director may be assisted by a Security/Risk Management Officer, Emergency Information Officer(s) and Liaison Officer and if necessary by General Staff comprised of the Operations Section Chief(s), Logistic Section Chief(s), Planning Section Chief(s), Finance and Administrative Section Chief(s). The EOC Director will determine the scale of the IMS model and will reassess throughout the duration of the incident.

9.8.1 Emergency Information Officer

The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media. Refer to the Emergency Information Plan in Section 11.2.

9.8.2 Security and Risk Management Officer

Ensure security measures for the EOC are in place and that municipal risk management practices are applied during the response.

9.8.3 Liaison Officer

In most cases, the Liaison Officer will be the CEMC. The Liaison Officer acts as the link between the EOC Director and other organizations involved in the emergency response. Some of the specific responsibilities of the Liaison Officer are;

- i) Coordinate with organizations not represented to request support and assistance.
- ii) Provide briefings to organization representatives about the response operation.
- iii) Maintain an up-to-date list of supporting and cooperating organizations.

9.9 Operations Section

The Operations is responsible for;

- i) coordinating the flow of information to and from all response operations (municipal departments and partner response agencies) and the EOC Director,
- ii) supporting response operations by directing resources requested from the EOC to the appropriate locations such as an evacuation centre or the site,
- iii) Ensure implementation of EOC tasks as set out in the IAP.

9.10 Planning Section

The Planning Section is responsible for the internal management of emergency information and ensures information is shared effectively among staff in the EOC, within the municipal organization, and with Incident Command. Responsibilities of the Planning Section include;

- i) Collecting, collating, evaluating and disseminating incident information.
- ii) Maintaining situational awareness through the use of mapping tools available (paper or GIS).
- iii) Preparing and documenting the IAP for each operational period including medium and long-range strategic emergency response for the municipality.
- iv) Maintain incident documentation including the main event log.
- v) Identify resources need and/or assigned to the incident.
- vi) A member of the Municipal Planning Team may fill the role of the Planning Chief.

9.11 Logistics Section

The Logistics Section is responsible for resource management and acquires all supporting resources for the EOC and its emergency operations, and for sourcing resources requested by the site Incident Command. These may include facilities, services, personnel, transportation, supplies, fuel, equipment, food

service, communications, and medical. Staff are responsible for tracking usage and current locations of these same items.

Logistics and Planning work closely together to identify needed resources; Logistics and Finance/Administration Sections work together closely to contract for and purchase required resources. Responsibilities of the Logistics Section may include:

- i) Ordering, obtaining, maintaining, distributing and accounting for resources.
- ii) Providing telecommunications/IT services and resources.
- iii) Ordering EOC food and refreshments.
- iv) Setting up and maintaining EOC incident facilities.
- v) Providing support transportation.

The Risk and Purchasing Manager may fill the role of the Logistic Chief or designated alternate for the County. Member municipalities may designate a representative of Public Works/Infrastructure Services and/or Treasury to fulfill this role.

9.12 Administration and Finance

The responsibilities of the Administration and Finance Section are set out in Section 10 - Financial Considerations for Municipalities.

9.13 Incident Command

The emergency site may identify an Incident Commander from the first agency or lead agency at the emergency and this person will assume the overall decision-making responsibility at the emergency site for all agencies involved.

Responsibility for Incident Command may change from one organization or jurisdiction to another based on required expertise or the scale of the incident.

In large municipal emergencies, where this plan is activated, a Unified Command Structure comprised of the representatives from key agencies involved in the emergency may be used. The agencies involved in the Unified Command may be added or scaled back depending upon the type of emergency and its severity. For example, in a flood situation it may include Public Works/Infrastructure Services, Fire, Police and community support agencies such as Victim Services and Red Cross. Each agency at the emergency incident will be responsible for appointing a representative to participate in the Unified Command.

9.13.1 Responsibilities of Incident Command

Incident Command is responsible for the overall coordination of all operations at the emergency site including but not limited to:

- i) Assess the situation.
- ii) Establish appropriate communications.

- iii) Ensure that objectives, priorities, tasks and tactics are established to contain and mitigate the emergency.
- iv) Establish an incident command post.
- v) Establish an inner and outer perimeter around the emergency site, as required.
- vi) Ensuring that all are aware of personnel, material and human resources available to mitigate the emergency.
- vii) Maintaining a communications link with the Senior Municipal official at the Emergency Operations Centre.
- viii) Coordinate with key personnel and officials.
- ix) Appointing an On-Site Media Spokesperson upon consultation with the Senior Municipal Officer and the Emergency Control Group, as required.
- x) Appoint a scribe, as needed.
- xi) Ensuring that all responsible organization commanders meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required.

10 FINANCIAL CONSIDERATIONS FOR MUNICIPAL EMERGENCIES

During municipal emergencies the tracking and maintenance of emergency related expenditures for items such as staff timesheets, equipment purchases and rentals, cost of implementing emergency contract and agreements, handling insurance claims, and submitting funding requests is important. The documenting can assist with the funding request to the Province and provides a record for Council of the true cost of the emergency response.

The following are the main financial considerations of a Municipality during an emergency;

- i) Establish appropriate emergency General Ledger accounts and procedures to maintain accurate records of all emergency-related expenditures. This should be established prior to emergency events.
- ii) Establish a process/procedure for tracking staff time and equipment usage relating to the emergency response.
- iii) Submit insurance claims for the municipality for emergency related matters.
- iv) Track necessary expenditures/costs resulting from the implementation of a Mutual Assistance Agreement.
- v) Negotiate contracts for emergency related purchases and rentals.

- vi) Assess and track capital costs required to rebuild or repair municipal infrastructure.
- vii) Monitor sources of funding and prepare claims for submission to the Ministry of Municipal Affairs and Housing for funding under the Municipal Disaster Recovery Assistance Program.
- viii) Analyze the impact of the emergency on the municipal budget.
- ix) Prepare a final report for Council.

10.1 Donations Management

Donations in an emergency may include services, funds, and material. Managing donations includes collecting, storing, dispensing, and accounting of donations. Financial donations are the preferred donation method for municipalities. The monies may be collected and distributed as needed in the Community rather than obtaining donated items, which can be difficult to manage and may not meet the needs of those affected by the emergency.

For this purpose, Municipalities may want to consider establishing a process for collecting and handling financial donations related to a municipality emergency. Some possible options include a donation bank account or a Go Fund Me page.

The County of Wellington and the Canadian Red Cross have entered into an agreement for accessing Red Cross Services during large-scale emergencies/disaster. One of the services that Red Cross can provide is to assist with the management of In-Kind Donations. Municipalities interested in accessing the services of the Red Cross through the agreement can request this through the CEMC or the Social Services Administrator.

10.1.1 Provincial Funding Opportunities for Emergency Incidents

The Province of Ontario administers two Disaster Recovery Programmes. The Programmes are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance Program. Detailed information about programme eligibility, eligible expenses and programme application guidelines are available on the Ministry of Municipal Affairs and Housing website. The following is a brief description of the two programmes.

10.1.2 Disaster Recovery Assistance for Ontarians (DRAO)

The Disaster Recovery Assistance for Ontarians Programme is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The programme is administered by the Province and may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A Municipal declaration is not

required to activate this programme. Municipalities are encouraged to advise the Ministry of the situation as soon as practical.

Disaster Recovery Assistance for Ontarians provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories:

- i) Emergency Evacuation/Relocation and Living Expenses;
- ii) Emergency Measures, Cleanup, Disinfection and Disposal Expenses;
- iii) Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the programme has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs and Housing website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

The Ministry of Municipal Affairs and Housing (MMAH) coordinates a Provincial Disaster Assessment Team (PDAT). The purpose of the PDAT is to inform the Minister of Municipal Affairs and Housing's decision to activate the Disaster Recovery Assistance for Ontarians (DRAO) programme.

10.1.3 Municipal Disaster Recovery Assistance Programme (MDRAP)

Municipal Disaster Recovery Assistance Programme helps municipalities that have incurred significant extraordinary costs because of a sudden, unexpected and extraordinary natural disaster. Eligible expenses may include;

- i) Capital costs to repair public infrastructure or property to pre-disaster condition, and
- ii) Operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Mitigating risks and preparing for disasters are a Municipality's responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this programme is to alleviate financial hardship

when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three per cent of Own Purpose Taxation.

Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the programme Council must pass a resolution requesting consideration under the programme and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

The cost sharing formula under this programme is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality's Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality's financial capacity. The following table demonstrates the cost sharing arrangement.

10.1.4 Provincial and Municipal Cost-Sharing

Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the programme is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%

10.1.5 Federal and Provincial Funding Grants

From time to time, there are Federal and/or Provincial Grants that become available for Municipalities to access for emergency management programmes. Examples are the former Federal Joint Emergency Preparedness Programme (JEPP) and more recently the Federal National Disaster Mitigation Programme (NDMP).

During emergency recovery phases or during emergency programme planning by the Municipal Emergency Management Programme Committee, there may be opportunities to access such funding. The decision to apply for the funding is Council's on the recommendations of the EM Programme Committee and/or Municipal Staff. These funding applications are usually overseen by the Municipal Treasurers.

The CEMC can assist municipalities with investigating funding options related to Municipal Emergency Management Programmes and in particular funding directed at prevention, mitigation, preparedness, response and recovery.

11 COMMUNICATIONS PLAN

11.1 Telecommunications

A vital and integral part of any emergency management operation is communication, particularly, between the EOC and Incident Command. In certain situations, such as large-scale municipal emergencies, the ability to communicate effectively and efficiently with each other is vital. The ability for all emergency response personnel both on and off site to talk and understand each other effectively using interoperable and integrated communications is paramount.

Radio Communications are least susceptible to damage or interruption in times of emergency. For the most part, emergency response services/agencies depend upon their own stand-alone radio systems to communicate. Opportunities for integrated radio communications among Fire, Paramedics, Public Works/Infrastructure Services and the EOC is available.

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

Amateur Radio Emergency Services (ARES) is available to provide support communications or emergency communications should other forms fail. The roles of ARES are outlined in Section 8.5.5.

The use of wireless messaging system such as chat groups may be used as a means of communication particularly when geography, weather conditions or other situations inhibit safe travel or safety of members within an EOC. In these situations, the establishment of a virtual EOC should be considered and the use of wireless messaging communication may be an important consideration and communication tool. There are various options available for Municipalities to establish chat groups internally or collectively across the County. These messaging conversations will form part of the legal record of the response activities and will be copied and saved for documentation purposes.

11.2 Emergency Information Plan

The coordination and distribution of timely, factual information to the public is an important and critical task of the Municipality at all times but particularly during

municipal emergencies. The roles and responsibilities of specific municipal personnel are outlined in the following sections.

Mission Statement: Wellington County is a great, safe place to live, work and play. The County and Member Municipalities value the safety and well-being of the people who live, work and play in Wellington. Having an effective and coordinated response to emergencies to safeguard the well-being of people, places and environment is our mission.

11.2.1 Emergency Information Staff

The following sections outline the responsibilities of the Emergency Information Officer (EIO), Municipal Spokesperson and Website/Social Media Specialist.

The designated EIOs (staff positions) for Wellington County and the Member Municipalities are as follows:

- Centre Wellington – Communications Coordinator
- Erin – Communications and Special Projects Officer
- Guelph/Eramosa – Clerk with assistance from County Communications staff
- Mapleton – Administrative Assistant with assistance from County Communications staff
- Minto – Fire Administrative Assistant
- Puslinch – CAO with assistance from County Communications staff
- Wellington North – CAO
- County of Wellington – County Communications Manager

The Wellington County OPP media officers have also received training as Emergency Information Officers. The OPP Media Officers may coordinate with the Municipal EIOs during municipal emergencies to offer support and coordination of messaging.

11.2.1.1 Responsibilities of the Emergency Information Officer (EIO)

- i) Reports to the EOC Director.
- ii) Responsible for the gathering, coordinating, analyzing, disseminating and monitoring emergency information through various distribution methods to the media and public.
- iii) Disseminate emergency information based upon municipal procedures and protocols.
- iv) Share media information with County and member municipalities EIO's and/or their alternates.

- v) Works closely with and advises the Municipal Spokesperson about emergency messaging, and will provide information to the Website/Social Media Specialist for posting.
- vi) Establish contact with media coordinators from neighbouring municipalities, jurisdictions, provincial and federal governments including MPs and MPPs, private industry, the public and support agencies such as Wellington OPP, Guelph-Wellington Paramedic Services and Wellington-Dufferin-Guelph Public Health as necessary.
- vii) Monitor all print, radio, television, internet and social media feeds to ensure information released to the public is factual and relevant to the needs of the municipal response. The EIO may delegate the monitoring of media feeds to the Website/Social Media Specialists or to other Communications staff as required.
- viii) Maintain copies of all emergency information documentation.
- ix) Maintain or appoint a scribe to maintain an activity log of all personal actions taken during the emergency.

Wellington County and Member Municipal EIOs work closely during municipal emergencies to support one another and to coordinate the dissemination of municipal messaging.

11.2.1.2 Responsibilities of the Municipal Spokesperson

The Warden and Mayors or designated alternate may act as the Municipal Spokesperson during a community wide emergency, or they may appoint an expert spokesperson depending upon the emergency. The Municipal Spokesperson's responsibilities include:

- i) Participate in interviews, media conferences, and photograph sessions as requested in consultation with the Emergency Information Officer.
- ii) Establish an appropriate communication link with the EIO and ensure all media inquiries are directed to the EIO.

11.2.1.3 Responsibilities of the Website/Social Media Specialist

- i) Organize and manage a municipality's website during an emergency.
- ii) Post information on the website or social media feeds with information provided by the EIO.
- iii) Monitor social media feeds from County and member municipalities, neighbouring municipalities, partner agencies, and retweet and share posts as necessary. This will ensure that information on social media is consistent and coordinated.

11.3 Coordination of Emergency Information

11.3.1 Member Municipalities with a dedicated EIO

During emergencies affecting a member municipality, the member municipal EIO is responsible for all media releases, social media posts, coordinating interviews, preparing the spokesperson, monitoring the media, etc. The Wellington team will retweet and share social media posts from the member municipality such as the opening and location of warming/cooling centres, shelters, operation of EOCs and other appropriate information as required.

11.3.2 Member Municipalities without a dedicated EIO

During emergencies affecting a member municipality without full time communications staff, the County Communications team will offer support and assistance to the member municipality including the following:

- The Wellington County Communications team, as requested, may be responsible for drafting content for media releases, social media posts, for coordinating media interviews, preparing the spokesperson, monitoring the media, etc.

The Member Municipality will be responsible for posting the information to their website and social media sites.

11.3.3 Emergencies affecting Wellington County Facilities and Operations

For all closures or service disruptions of Wellington owned facilities, services and operations such as but not limited to Roads, Libraries, the Museum and Archives and Solid Waste Services, the County Communications team is responsible for the messaging and member municipalities are encouraged to retweet and share information posts for their residents.

Wellington County Communications does not post any road closure information affecting Provincial Highways, Wellington County Roads or local roads on social media. During the winter maintenance season (November to April approximately) the Wellington Communication team directs the public to the wellington.ca website. Wellington Roads staff maintain this site 24/7 for Wellington Road Closures and snow plough operations during the winter maintenance season using a variety of methods such as but not limited to website, email and Municipal 511. Central Garage 24/7 staff will also post member municipal snow plough operation as advised. The public is encouraged to follow the OPP's West Region Communications Twitter Feed for up-to-date information on road closures in Wellington.

11.3.4 County-wide emergencies

During large countywide situations such as snowstorms, blizzards and ice storms, coordinating emergency information among all municipal EIO's is necessary to ensure that the release of information affecting all residents and businesses in the County is consistent. All messaging related to municipally owned facilities, roads, operations etc., will remain the responsibility of the owner municipality and other municipalities are encouraged to share/retweet relevant information.

The County Emergency Management Division maintains an up-to-date listing of all municipal Emergency Information Officers and Website/Social Media Specialists in Wellington. This list is shared with all of the EIO's.

11.4 Emergency Information Centre

In some emergencies, particularly large, complex, multi-jurisdictional emergencies, the establishment of an Emergency Information Centre may be helpful and necessary to manage and coordinate emergency information. The Emergency Information Officer may recommend to the EOC Director the need for a Centre. Municipalities have identified locations for Emergency Information Centres should one be required. The Emergency Information Officer will manage the Centre and any staff assigned to it.

In some large-scale emergencies, where it would be helpful to manage the coordination of external emergency information, a Joint Emergency Information Centre may be established virtually or at a facility, and managed with EIO's from responding organizations and agencies. Examples of emergencies where it may be advantageous to operate a Joint Emergency Information Centre may include Human Health Emergencies, a Foreign Animal Disease emergency or a widespread natural disaster.

11.4.1 Emergency Site Information

In many emergencies, media personnel will request pictures of the emergency site, and interviews with senior emergency officials. In such cases, it may be necessary to establish an Emergency Site Information Centre in consultation with the Incident Commander (IC). The IC will be responsible for the decision to establish a centre and to identify its location. The IC may also appoint a site Spokesperson.

11.4.2 Dissemination of Emergency Information

The EIO is responsible for the dissemination of information to external audiences such as the media and public through sources identified in Section 11.4.3.

The lead for providing information regarding municipal actions such as the opening and closing of warming/cooling centres, facility closures and service disruptions will be the owner (municipality) and the Municipality's EIO will be responsible for the initial distribution of emergency information. Other municipal EIOs will monitor the situation, retweet, and share information to support the impacted municipality(ies). If several municipalities are involved in the same emergency, EIOs should connect and coordinate common messaging either virtually or using a joint Emergency Information Centre.

In some emergencies, pre-scripted messages are available and all municipalities should use these pre-scripted messages.

In addition to the public, there may be external response partners that should receive information. It is the responsibility of the EOC Director with the assistance of the Liaison Officer to disseminate appropriate and necessary information to external sources. These include but are not limited to

- Evacuation/Cooling/Warming Centres
- Provincial Emergency Operation Centre and Provincial Ministries
- Emergency Services
- Non-governmental and Volunteer Organizations

The EOC Director is also responsible for ensuring appropriate information about the emergency is shared internally with Municipal Departments, staff, and Council.

11.4.3 Methods of Emergency Information Distribution

There are many methods for distributing information during emergencies to the public. The following are various tools that municipal EIOs and EOCs may use to disseminate emergency information.

11.4.3.1 Website/Social Media

A municipality's website can be an effective tool for communicating emergency information. It can be used to provide up-to-date information from the Municipal EOC or from Lead response organizations. Municipalities may post media releases and fact sheets/backgrounds on their websites. Mass email notifications can be sent out through the website to those that have subscribed to this service.

Most municipalities use social media to provide information to the public and to share and coordinate emergency information among the County and Member Municipalities.

Social media has become an effective tool during emergency responses.

11.4.3.2 Media Releases

May contain key information about the incident or emergency. Media releases are usually no more than a page in length and are written in a specific format. Each municipality will use their own media release template. Social media posts should reference media releases when these are available.

11.4.3.3 Interviews

Interviews are one-on-one discussions between the media and the Municipal Spokesperson or Site Incident Command or their delegates during an emergency. Interviews may be conducted face-to-face or over the telephone. The EIO should work with the media to arrange the interview and to pre-determine the questions/topics that the media will ask during the interview.

11.4.3.4 Town Hall meetings

During an emergency response and/or recovery, Municipalities may hold Town Hall meetings, virtually using a variety of methods such as TV, radio, Social Media, or other available electronic methods or in a facility, with residents to provide information about the response, resident actions and information to assist recovering from the emergency. Town Hall meetings are usually lead by either the Warden or Mayors and may include response partners or representative from other levels of government such as MPs and MPPs.

11.4.3.5 Site Visits/Media Pools

During emergencies, media often request an opportunity to visit the site(s) of the emergency. It is important to consider this request and accommodate them as much as possible. The arrangements for site visits need to be approved by the site Incident Commander (IC). The EIO should make the request to the IC who will coordinate the timing and details of the media site visits including appointment of a site Spokesperson, what the media is allowed to photograph, what areas of the site can be visited, safety requirements/needs for media traveling through the site, and when and how long the visit will last.

Media may need to assemble and be escorted to the site. The EIO and/or Emergency Personnel assigned by the IC will escort the media at the site. In some cases, the IC may limit the number of media on site. The media will arrange among themselves the details of those attending and the arrangements for sharing information gathered at the site.

11.4.3.6 Fact Sheets/FAQs

These are pre-written detailed information usually one to two pages in length. Fact sheets usually provide information on actions that can be taken during certain emergencies. Fact sheets are usually posted on the Municipalities' or Lead Agencies website.

11.4.3.7 Media Conferences/Scrums

A media conference is a moderated meeting between key officials/Media Spokespersons and the media. It is an effective communication tool when there are many requests from the media for the same information whereas a media scrum is an informal media conference often initiated directly by the media. The EIO may organize and moderate media conferences as requested.

11.4.3.8 Dedicated Information Phone Line

211 can be used as an inquiry service during emergencies. Municipalities provide information to 211 and this information can be provided to the members of the public when they call the 211 service. Section 15.5 contains policies for the use of 211 during municipal emergencies.

11.4.3.9 Coordinated door-to-door campaign

Depending on the type of emergency and the lead-time, some municipalities may conduct a door-to-door campaign to provide detailed action information to residents.

11.4.3.10 Reception/Warming/Cooling Centres

White boards or information boards should be set up and all external information created during the emergency be sent to the Reception Centre Manager to post for those staying at the centre.

11.4.3.11**Municipal facility display boards**

Some municipalities have message boards (electronic/bulletin board style) located throughout their communities. These may be used to provide short, direct, action messages for the residents and/or the travelling public.

11.4.3.12**Public Service Announcements (PSA)**

Radio and Television stations, under their licensing arrangements, are required to provide some airtime for PSAs. Arrangements may be set up with local radio and television stations in advance of an emergency to transmit PSAs. These arrangements may include method of transmitting the PSA to the station, who is authorized to issue the PSA on behalf of the municipality, timing of the PSA, etc.

11.4.3.13**Family Information Centres**

During some emergencies, it may be helpful to establish a Family Information Centre. A family information centre is set up specifically for the families of victims of emergencies providing them a quiet location to obtain information about the ongoing emergency response and any details of the response as it may relate to a family member. It is important that family members feel safe and secure in these centres. Organizations such as Victim Services, Red Cross and County Social Services may be able to provide volunteers/staff trained in critical incident stress situations to operate the centres. In addition, it is imperative that 24/7 security is available on site. The site Incident Commander may request the EOC to locate and set up the centres. The EIO may assist the EOC Director with establishing an appropriate location and services to assist with the running of the facility but the EIO is not responsible for Family Information Centres.

12 EMERGENCY EVACUATIONS AND EMERGENCY SOCIAL SERVICES RESPONSE

12.1 Introduction

Emergency Management Ontario defines Evacuation as a “protective action that may be ordered by emergency officials when there is a significant threat posed to a specific area or community”. During emergencies, circumstances can arise that make it unsafe for residents, seasonal residents and employed non-residents to remain in the area for their own personal health, safety and welfare. Municipalities do not have the authority to issue evacuation orders under the Emergency Management and Civil Protection Act but they can recommend an evacuation in the interest of public safety.

12.2 Aim

The aim of this plan is to ensure the safety and well-being of evacuated persons from an unsafe situation through the implementation of Emergency Social services (ESS). These areas are described in Section 12.3.

12.3 Emergency Social Services (ESS)

The following Emergency Social Services should be considered for all situations where a Municipality is providing temporary emergency sheltering in the form of warming/cooling centres or through longer-term evacuation accommodations. These services may be provided by the Municipality, with the assistance of Wellington County Social Services or through the services of the Canadian Red Cross (Red Cross).

a) Reception and Information Service

- i) Provide a warm reception for those arriving to a centre and inform them of immediate emergency help available;
- ii) Register those arriving at the centre. The purpose of registration is to account for all affected individuals, to determine what services each requires, and to refer those with special needs within the centre.

- b) Red Cross personnel can complete a Needs Assessment to determine what needs an individual may have, and direct appropriately. CRC can conduct this service in person or virtually. Red Cross facilitates Family Reunification by matching inquiries with completed registrations received.

Emergency Food Service

- i) Provide food and/or food preparation facilities.

c) Emergency Clothing Service

- ii) Supply clothing or emergency clothing until regular sources are available.

d) Emergency Lodging Service

- i) Provide safe, temporary shelter for evacuated people. This could be the operation of a Reception Centre, or an overnight Emergency Shelter. It could also involve other accommodation options.

e) Personal Services

- i) Offer temporary care for unattended children and dependent elderly;
- ii) Assist with the temporary care of residents from special care facilities;
- iii) Provide or arrange for provision of financial and/or material assistance; and
- iv) Immediate and long-term emotional support for people with personal problems and needs created or aggravated by a disaster.

Responsibility for the five essential emergency social services is vested with the Wellington County Social Services Administrator and designated alternates. To assist with these services, Wellington County has entered into a Memorandum of Understanding with the Red Cross. The MOU sets out the disaster response services Red Cross may carry out on behalf of and at the direction of the Social Services Administrator or alternate. Services include but are not limited to those identified in Section 12.3.

12.4 Notification Procedures

The immediate decision to evacuate an area may be made initially by first responders. A decision to evacuate should consider the following:

The potential life-threatening impacts of the emergency on persons living in or near the affected area.

- What are the safety issues associated with the evacuation, including hazardous materials releases?
- Is the situation expected to escalate?
- What is the expected duration of the incident?
- Is there sufficient time to warn residents to leave the area?
- Are suitable arrangements available to ensure their safety when leaving the area?
- Is there time to set up and staff reception centre/emergency shelters for residents in need of a place to stay?

Incident Command will advise EOC Director of the need to evacuate areas within or outside of the emergency sites. The EOC Director will then organize transportation and set up reception centres or emergency shelters. The type of accommodation will depend upon the emergency, the duration and needs of persons impacted.

The CEMC will liaise with the Social Services Administrator and/or alternates regarding the decision to evacuate and set up emergency shelters. The Social Services Administrator will implement the Red Cross MOU as required.

Persons within an evacuation area may be notified by a variety of means deemed appropriate by the municipality and first responders considering the situation and the immediacy of evacuating an area. Notification methods may include but are not limited to the following:

- a) **Door-to-door** - Door-to-door notification may be possible for small-scale evacuations and where the size of the affected area provides for this type of notification. First responders and Municipal staff such as Public Works/Infrastructure Services may carry out door-to-door notifications.
- b) **Loud hailers on emergency vehicles** - In addition, some emergency vehicles and municipal vehicles are equipped with loudspeaker equipment that can be used to notify the community.
- c) **Through the media** - The EIO at the direction of Incident Command and/or EOC Director may inform the public of the evacuation. The use of local Radio, Television and social media can be used to alert the public of an evacuation and the location of emergency centres.
- d) **A public alerting system** – Use of the National Alert Ready system may be coordinated through the Provincial Emergency Operation Centre (PEOC). The CEMC or alternate will submit the request to the PEOC on behalf of the EOC Director.

Regardless of the method of notification, there is essential information that must be given to evacuees in order to ensure a safe and orderly evacuation. People will need information regarding:

- Evacuation boundaries,
- Nature of the emergency and safety threat,
- An estimation of the duration of the situation,
- The location of assembly areas for those needing transportation,
- Registration and Inquiry phone numbers,
- The evacuation routes,
- The location of Reception Centres / Emergency Shelters.

Buildings that have been evacuated will be identified. The Fire Departments have a supply of the orange Evacuation Stickers that may be placed on the front doors to identify evacuated or checked buildings.

12.5 Assisting Vulnerable Persons

During emergencies, there may be persons impacted that are vulnerable and will need assistance. Vulnerable persons are individuals who are not able to access services or make their own arrangements for transportation and temporary accommodations during an emergency. Vulnerable persons may include residents of retirement and long-term care homes, schools, childcare centres, special needs facilities, hospitals, those living in social housing, and those with a physical or communication barrier.

It is important to be aware that some people rely on assistive devices or service animals. Special considerations may be required for service animals and certain equipment when arranging for transportation and emergency shelters. Some examples of assistive devices include crutches, canes, wheelchairs, walkers, scooters, hearing aids and ventilators.

Various community service providers may assist vulnerable persons with preparing an Individual Emergency Plan. Such plans may include contact information for family members and caregivers, and maintaining an adequate supply of personal needs until assistance is available.

Those in need of assistance during an emergency should seek emergency assistance by calling 9-1-1. 211 may provide information on services in an emergency if safety and well-being are not compromised.

12.6 Transportation

Some evacuees will get themselves to the reception centre / emergency shelter, but others will require transportation assistance. In most cases, it will be the responsibility of the EOC to arrange for transportation services from the evacuation area to the reception centres/emergency shelters. This role is usually the responsibility of the Logistics Section.

First responders will identify those requiring transportation out of the evacuation area. The Incident Commander will identify assembly areas that will be communicated to the public with the assistance of the EIO(s).

The following criteria should be considered when identifying an assembly area.

- Within short walking distance of the area being evacuated,
- Accessible to the seniors and people with disabilities,
- Widely known to the community and easy to describe,
- Allows access to appropriate evacuation routes,
- Sufficient for response and transportation vehicles.

12.7 Reception Centres

A reception centre is a location identified for registration of affected persons. A reception centre may provide the services outlined in Section 12.3 on a temporary basis. Warming and Cooling Centres operated by Municipalities and their staff during non-declared emergencies are considered reception centres.

12.8 Emergency Social Services Management

Once a decision has been made to evacuate an area, the EOC should be notified to ensure the provision of emergency social services. In order to fulfill the roles and responsibilities as outlined in Section 12.3 Social Services Administrator of this Plan may implement the Memorandum of Understanding (MOU) with the Red Cross.

Other agencies such as Victim Services, Salvation Army, St. John Ambulance, Humane Society and Amateur Radio Emergency Services may also be asked to provide assistance with the operation of emergency shelters.

The Local Evacuation Team (LET) made up of Municipal staff, will assist with on-site support services. The LET is authorized under this plan to initiate operations immediately upon activation, in recognition that Social Services and Red Cross may not be on site for a period. LET Teams may receive training in the management of reception centres through the agreement with Red Cross.

Through the MOU, the Red Cross has evaluated a number of facilities throughout the County as potential Reception/Emergency Centres. Each municipality has at least one identified possible emergency centre. The current list of sites is as follows:

Township of Centre Wellington

- Centre Wellington Community Sports Complex is accessible and has its own power source
- Elora District Community Centre

Town of Erin

- Centre 2000 Erin Community Centre and Arena and Erin District High School is accessible
- Hillsburgh Community Centre has a secondary power source.

Township of Guelph/Eramosa

- Marden Field House is accessible
- Rockmosa Community Centre has a secondary power source.
- Marden Community Centre is accessible

Township of Mapleton

- Peel Maryborough Drayton Community Centre is accessible and has a secondary power source

Town of Minto

- Clifford Community Centre and Arena.
- Harriston Arena and Community Centre

- Minto Clifford Public School has a secondary power source.
- Palmerston and District Community Centre.

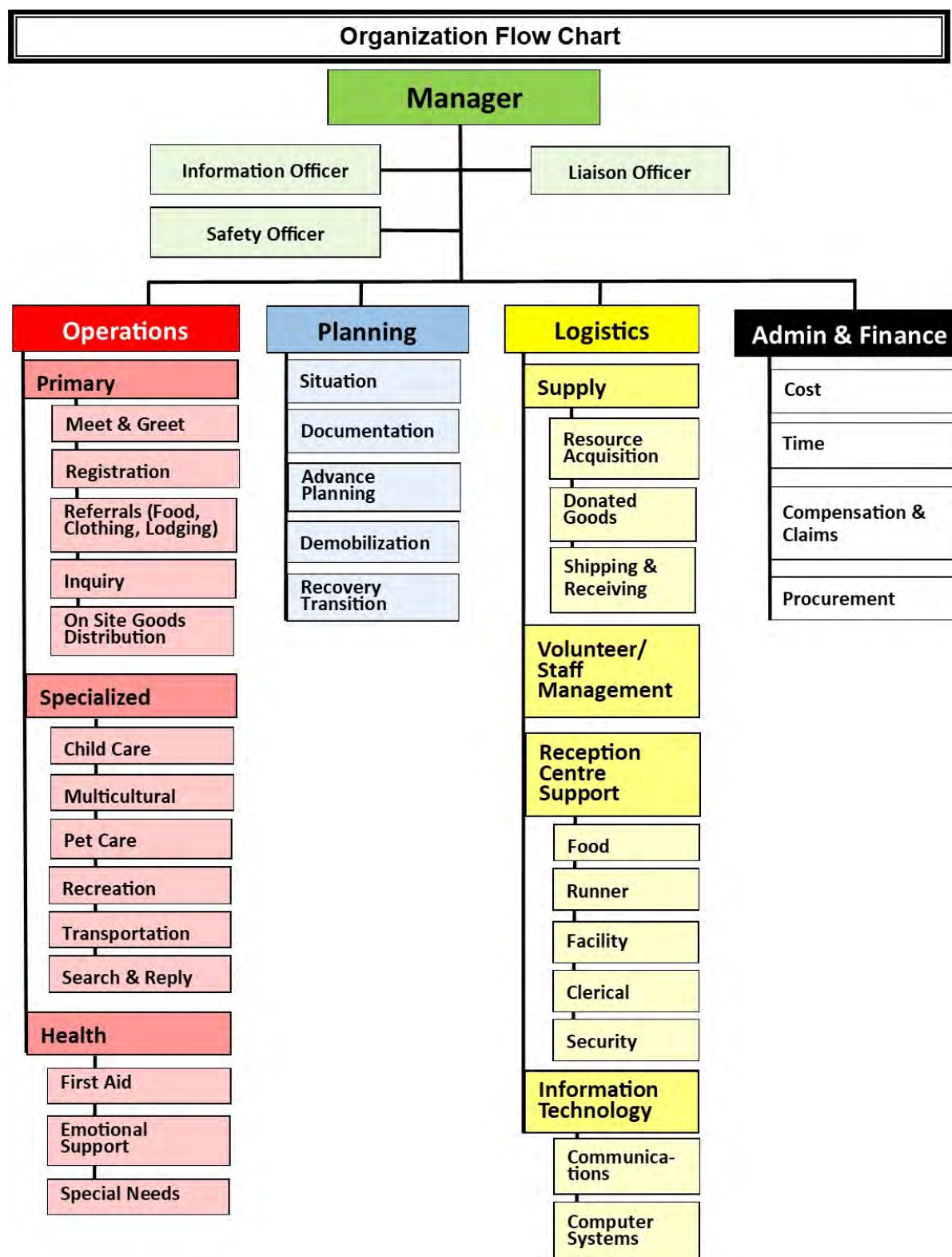
Township of Puslinch

Puslinch Community Centre has a secondary power source.

Township of Wellington North

- Arthur and Area Community Centre is accessible.
- Mount Forest Sports Complex is accessible.

The Emergency Shelter will use the Incident Management System. The following is a sample IMS chart for Emergency Shelter Management.



12.8.1 Emergency Social Services Operations Section Responsibilities

i) Reception and Information.

Upon arrival of evacuees, meet and provide a welcoming presence. Supervise queuing if needed, and /or seated waiting area. Assist those with special needs. Perform an initial triage screening (first aid, childcare, and pet care). Arrange for security for the site to ensure the safety and privacy of those on site. Provide information on the functions of the reception centre and the location of specific services and escort them there if immediate need. Offer snack foods and beverages.

ii) Registration and Inquiry

Red Cross staff will take the lead in this function. With the assistance of the Municipalities centre staff, will establish workspace, adequate staffing, supply of forms and documentation, signage, phones or other equipment. Notify Logistics of any resource requirements. The Logistics Section should register any non-Red Cross volunteers.

iii) Food

Emergency Social Services staff with direction from the Social Services Administrator will arrange for appropriate meals to accommodate the shelter residents. This may include designated seating locations within the shelter, staffing, catering, equipment and supplies. Ensure WDG Public Health food handling guidelines are followed, and sanitation standards are maintained.

iv) Clothing

Red Cross can assist this service through the MOU.

v) Lodging (ESS 4)

Where circumstances necessitate provision of overnight shelter, the EOC may consider several options to assist evacuees with accommodation depending upon their needs and vulnerabilities. Possible options include outsourcing to arranging for transportation to family or friends, hotels/motels, Bed and Breakfast, or set up and operate reception centre of emergency shelter.

vi) Other Special Services (ESS 5)

These may involve a variety of other support agencies under the guidance of Social Services.

- **Health** – arrange for provision of medications, equipment and health care supplies. Assist pregnant women, nursing mothers,

special-needs children, and the elderly and dependent adults as needed.

- **On site First Aid** – St John Ambulance may take the lead in this area, providing basic first aid to evacuees and centre personnel. Direct patients to a clinic or hospital if required. Monitor supplies, record all treatments, and attend meetings.
- **Emotional Support** - Arrange for professionals to provide services to evacuees and workers.
- **Child Care** – A designated childcare area may be established to provide care for children while their parent or guardian is accessing other services within the centre. Provide care for unattended children; help register them and facilitate family reunification. Offer support and comfort, and age appropriate activities and snacks, nutritional meals, and rest periods. May be overseen by staff from Wellington County Early Years Programme.
- **Transportation** – The objective of transportation is to get people out of the emergency to evacuation centres safely. Usually the EOC will work with Site Incident Command to ensure this function is completed. The EOC with the assistance of the Shelter consider the need to arrange transportation for access to appointments, etc.
- **Multicultural** – Social services will arrange for translators to assist with all services and provide information regarding foods, specific clothing or sleeping arrangements.
- **Pets** – Only certified assistance animals are permitted in emergency shelters. The County has a separate pet care response plan that may be implemented by the EOC and Shelter Management staff. Some hotels may accommodate pets, especially in a disaster situation. Coordinate referrals to Humane Society, private kennels, local veterinarians.
- **Security** – Municipal EOC may need to arrange for appropriate security for the emergency shelter.

12.8.2 Host Community Evacuations

The Office of the Fire Marshall and Emergency Management (OFMEM), through an agreement with Indigenous and Northern Affairs, is responsible for emergency preparedness and response services to Indigenous communities in Ontario. As part of the agreement and when necessary, OFMEM provides personnel to support Indigenous communities' response activities. In some instances, municipalities may be asked to provide assistance to these provincial response activities, including sheltering evacuees.

Municipalities who agree to accept evacuees are referred to as Host Communities. They are responsible for managing appropriate accommodations and ensuring the five essential social services are maintained for the evacuees.

In Wellington, member municipalities may be asked to act as a host community, particularly during the annual flood and forest fire season in Northern Ontario. The decision to act as a host community is that of a member Municipal Council. Member Municipalities are encouraged to consult with the County of Wellington for support and resources when acting as a Host Community.

13 VOLUNTEERS

Volunteers, organized or un-organized are valuable resources that can provide response expertise and/or additional personnel to assist Municipalities with an emergency response.

13.1 Types of Volunteers

- Non-governmental agency/volunteer organizations,
- Red Cross,
- Victim Services,
- Salvation Army,
- St. John Ambulance,
- Mennonite Disaster Services,
- NGO Alliance,
- ARES,
- Private Individuals,
- Companies/Corporations/Local Businesses,
- Community Service Groups/Clubs/Organizations.

In most emergencies, the municipality will call upon the services of trained personnel and organized community service groups, clubs, and organizations, or non-governmental volunteer organizations with expertise and training to assist with a specific response need. Individuals, companies and corporations that offer to donate their time or staff time and services to the response efforts or those requested by the Municipality to assist, will be considered volunteers for the purposes of this plan.

13.2 Workplace Safety and Insurance (WSIB) Act

This Act has limited provisions for the coverage of volunteers; those considered Emergency workers (those unaffiliated individuals and organizations assisting a municipality) identified in the WSIB Act during a declared emergency. WSIB

coverage for emergency workers is limited to the period of a declared emergency. A municipality should consult with their legal Counsel on the WSIB Act prior to requesting the assistance of unaffiliated volunteers in an emergency response.

13.3 Registration

When a Municipality chooses to use volunteers, particularly unaffiliated volunteers, they should ensure they are registered to assist in the emergency response and/or recovery operations.

All emergency volunteers will register with the Municipality, unless the volunteer is associated with a community service group/club/organization or non-governmental agency in which case they will register with their parent organization who will keep appropriate documentation. Requesting the services of these groups will be a decision of Incident Command and/or the EOC Director. Section Chiefs and/or supervisors may be delegated authority to mobilize and work with such groups and the CEMC, as the Liaison Officer, may be involved with such requests.

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

Should the need arise to register volunteers, a volunteer registration centre set will be set up by the Logistics Section, and, if possible, staffed by human resources personnel or administrative staff of the municipality. The centre will be used as the main point of contact for volunteers to report to upon registering with the municipality and to receive daily updates.

13.4 Supervision and Training

Depending upon the type of work assigned to the volunteer, some training and supervision will be necessary. The type of work assigned to a volunteer will depend upon their skill sets. Volunteers' skills/training should be matched with an appropriate response effort. In some cases, training of the volunteer will be necessary. If the volunteer is associated with a non-governmental organization, that organization will be responsible for training and supervising the volunteer.

Unaffiliated volunteers will be trained and supervised by the municipal department or agency to which they have been assigned. The department most applicable to

the resources and services being provided will manage resources and/or services donated by companies and corporations.

13.5 Identification

Volunteers registered by the municipality will be issued an identification badge and will be required to wear the badge throughout the duration of the services.

Volunteers registered directly with a particular organization will have their own identification, which will be used and coordinated through their own agency. The volunteer organization will provide appropriate information to the Municipality as to the type of identification used. The municipality will identify specific volunteer checkpoints in consultation with the Incident Command.

13.6 Food/ Water/ Accommodation/ Transportation Procedures for Volunteers

Food/Water Depots may be set up during an emergency to provide food and water to those assisting with the response efforts. The set up and operation of these is the responsibility of the EOC. Food and Water Depots set up at the emergency site for the benefit of site personnel is the responsibility of Incident Command who may request the EOC for assistance.

These depots will be set up with the assistance of the volunteer organizations in this area and in consultation with Wellington-Dufferin-Guelph Public Health. The locations will be determined at the time of the incident.

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

14 PROTECTION AND CARE OF ANIMALS

Wellington County consists mainly of rural communities where there is an abundance of agricultural and livestock farms. Any emergency that affects humans may affect their animals whether they are raised for food production, kept as companion, service animals or for other purposes. The protection and care of animals is an important consideration in emergency response. The County and Member Municipalities consult with organizations such as the Ontario SPCA, Ontario Livestock and Poultry Council and Ontario Ministry of Agriculture and Food, the provincial lead on farm animal disease and farm emergencies, when planning for an emergency response involving animals.

Emergency Management maintains a list of animal welfare experts operating within the County of Wellington, a list of Veterinary Services, and Boarding and Kennel operations.

Depending upon the emergency, Incident Command or the EOC Director may call upon these organizations and services for assistance during simple or complex emergencies.

Some Animal Welfare Organizations offer training workshops to First Responders to be better prepared to respond to emergencies that may include animal welfare needs.

In addition, during emergencies the following Provincial Ministries can be contacted for advice when animals are affected.

- The Ministry of the Solicitor General (SOLGEN) has the responsibility of overseeing animal welfare in Ontario.
- The Ministry of Natural Resources and Forestry (MNRF) for issues pertaining to wildlife.

15 REQUESTS FOR ASSISTANCE

During complex emergencies, Municipalities may require additional resource capacity and capability to manage the emergency response. County, neighbouring municipal jurisdictions, Provincial Ministries and other organizations may be able to provide the capacity and capabilities needed for the response. Requests for assistance may be made through any of the following organizations.

15.1 Requests to the County of Wellington

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

- Any member of the municipal control group may contact the applicable County department directly.
- By implementing Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act. The County of Wellington and member municipalities and the City of Guelph have entered into a mutual assistance agreement. Any municipality, which is party to the agreement, may initiate a request for assistance. The request for such assistance and the execution of a mutual assistance agreement may be made in consultation with the Municipal Emergency Control Group. The Mutual Assistance Agreement does not supersede any existing agreements between services such as the Wellington County Mutual Aid Fire Agreement.
- The Mayor may request the Warden and/or County CAO to activate its Emergency Operation Centre to assist with the emergency; or
- Request the establishment of a Joint Emergency Control Group as set out in Section 8.2.

15.2 Requests to Surrounding Municipalities

Implement Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act and as set out in Section 15.2.

15.3 Requests to the Province

Upon notification by the municipality that a municipal emergency has occurred, the Province may deploy a Field Officer from the Office of the Fire Marshall and Emergency Management (OFMEM). They will attend a local emergency to provide advice and assistance as requested and to ensure liaison with the Provincial Emergency Operations Centre (PEOC). The Field Officer will be the liaison between the municipality and the province for both provincial and, if necessary, federal assistance.

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

- Ministry of Agriculture, Food and Rural Affairs in the event of a Foreign Animal Disease Emergency of livestock related needs, food contamination, and pest infestation. Working with the Canadian Food Inspection Agency, these two agencies will often respond as the Lead agencies to these types of emergencies.
- Ministry of the Environment, Conservation and Parks with respect to spills of pollutants to the natural environment, including fixed sites and transportation spills; drinking water emergencies.
- Ministry of Health with respect to human health emergencies such as pandemics, epidemics; food and water contamination. This assistance would be over and above that provided by Wellington-Dufferin-Guelph Public Health (WDGPH) as set out in their specific roles and responsibilities as identified in this plan. In cases where health emergencies overwhelm the health care system of an affected community or region and it finds it does not have the capacity to respond effectively to the health emergency, the Emergency Medical Assistance Team (EMAT) may be requested through the Ministry of Health Emergency Management Branch.

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access to provide:

- Patient isolation in the case of an infectious diseases outbreak;
- Medical support and decontamination in the case of a chemical, biological or radiological incident; and
- Case management and triage of patients in a mass casualties' situation.

- Ministry of Municipal Affairs and Housing for financial assistance as administered through the Municipal Disaster Recovery Assistance Programme when coordination of extraordinary municipal expenditures is required.
- Ministry of Natural Resources and Forestry can provide specific assistance with respect to floods, forest fires, dam breach and droughts.
- Ministry of Transportation can provide assistance with emergencies on provincial highways.
- The County Fire Coordinator must make request for Heavy Urban Search and Rescue (HUSAR) teams to the Province.

15.4 Federal Assistance

Federal assistance may be required in certain emergencies. In many cases, the request for assistance should be made by contacting the PEOC. The following identifies situations where federal assistance is available if requested.

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

15.5 211 Assistance

211 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's information and referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by

providing authoritative, non-emergency information to residents (e.g. Road closures, the location of evacuation centres, services, safety precautions, etc.). 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 provider's welcome opportunities to participate in municipal emergency exercises and training. 211 also maintains an extensive database of community, social, health and government services at www.211ontario.ca

15.5.1 Notification and Communication Protocols

i) Municipality

- Prior to an emergency event which may be declared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211.
- Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211-contact centre in your region.
- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
- Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
- Inform 211 when the emergency event ends.

ii) 211 (service in Ontario)

- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when, etc. and the name and contact information of the person providing the information.
- Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is able to provide support if needed.
- Track the nature of calls received and convey relevant information to the EIO, CEMC, or designated person.
- Prepare an After Action Report and submit it to the municipality.

16 DEBRIS MANAGEMENT PLAN

16.1 Background

Debris management is the systematic approach to the collective planning for, and operations of the demolition, clearance, removal, transport, temporary storage, segregation, reduction, and ultimately, disposal of debris whether generated by natural disaster or other emergency such as fire, Foreign Animal Disease outbreak, significant snowfall events, etc. Debris Management focuses on both the short-and long-term clearance and removal of debris.

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to trees, sand, gravel, building/construction materials, vehicles and personal property.

The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, its magnitude, duration, and intensity, and this impacts the type of collection and disposal methods to be used. Forty to fifty percent of emergency costs could be Debris management costs.

Debris management in Wellington County is based upon the County of Wellington's Solid Waste Services Division approach for garbage collection, recycling and organic waste collection as prescribed by Section 14 of the Environmental Protection Act (EPA) regarding;

- Waste Regulations
- Waste Policies and Guidelines
- MECP waivers and emergency permits

16.2 Purpose

The purpose of debris management is to:

- Facilitate and coordinate the removal, collection and disposal of debris following a disaster, typically a natural disaster,
- Mitigate against any potential threat to health, safety, and welfare of Wellington County residents and business,
- Expedite recovery efforts, and
- Address any threat of significant damage to improve public or private property.

16.3 Disaster Debris Definition

The accumulation of large volumes of debris/waste requiring management – collection and disposal – after a natural disaster or community emergency. Ice storms, tornadoes, wind events, significant rainfall events and flooding, significant snowfall events, power outages, foreign animal disease events, fires,

transportation incidents can all result in the accumulation of large volumes of debris/waste.

16.4 Organization and Concept of Operations

Wellington County Engineering Services – Solid Waste Services Division - provides oversight and advice to the County and Member Municipalities for debris removal after a disaster or significant event. Wellington County Solid Waste Services will work with support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster.

Because of the limited quantity of resources and service commitments following a disaster, homeowners, residents, business and municipalities may have to rely on private contractors to remove, collect, and manage their debris removal. Many insurance policies provide coverage for debris removal including tipping fees.

Items for consideration that can/will affect debris management operations include:

- Landfill capacity including maximum daily tonnage permitted under the Environmental Compliance Approval (ECA),
- Managing large volumes of debris/waste including the resources to accept, sort, stage and divert debris,
- Consideration for temporary staging and drop off areas outside of permitted sites and the ability to set up, manage and operate such temporary sites,
- Contracts and Agreements that may be in place including agreement with Ministry of the Environment, Conservation and Parks (MECP) to operate a waste management programme,
- The management of dead stock including considerations under legislation, OMAFRA best practices and dead stock transportation and rendering,
- Handling of Hazardous materials.

16.5 Debris Classification

To facilitate the debris management process, debris is segregated by type. The classifications of debris are as follows:

- i) **Normal Household Waste** includes all bagged normal household debris, will be picked up with your normal garbage curbside collection schedule.
- ii) **Vegetative Debris** includes trees, branches, limbs and other vegetative debris accumulated because of the disaster impact. It does not include normal yard waste. Typically, wood debris is not subject to the EPA regulations. However, should a municipality be situated within an area known to contain an infected species such as the “Emerald Ash Borer”, wood debris must be managed within the contained area.

- iii) **Construction/Demolition** debris includes building materials, carpet, drywall, furniture, lumber, mattresses, plumbing fixtures and piping.
- iv) **Household hazardous waste** include household cleaning supplies, batteries, lawn chemicals, oils, oil-based paints and stains, pesticides, etc. Hazardous waste from construction/demolition debris may include things such as asbestos.
- v) **'White' goods** (e.g., household appliances) includes air conditioners, dishwashers, freezers, refrigerators, stoves, washers, dryers, dishwashers, water heaters, etc.
- vi) **Electronics** includes computers, radios, stereos, televisions, other corded and battery-operated devices.
- vii) **Other** includes any small equipment such as push lawnmowers.
- viii) **Soil/Mud/Sand** debris including sand bags or sand from sandbags. Sandbags and other debris covered with soil/mud could be contaminated. Special collection and landfill management policies will be required for this type of debris.
- ix) **Vehicles** – Damaged vehicles are not accepted, as part of the County's solid waste management programmes and are not accepted at County waste facilities as part of the debris recovery process following a community emergency/disaster. There are charitable organizations, auto wreckers, tow operators that will accept and dispose of vehicles. Information on such organizations is available in the Contact and Resource Guide.
- x) **Livestock** – Farmers should have plans in place to handle animal carcasses following fire, natural disaster or Foreign Animal Disease. The County's Landfill cannot accept dead stock material. The farm community should consult with the Ontario Ministry of Agriculture, Food and Rural Affairs, and Dead Stock contractors for appropriate disposal of dead carcasses.

16.6 Solid Waste Facilities

The County operates one active landfill site, Riverstown, and five transfer stations. The Transfer sites include Aberfoyle, Belwood, Elora, Harriston and Rothsay. A transfer station may take almost any material that the landfill will take, but in smaller quantities. Waste containing asbestos can only be disposed of at the Riverstown landfill with advance notice provided. During emergencies, the County of Wellington in consultation with Solid Waste Services, may close public access or extend hours of access depending on the requirements of the ECA and the County's Disposal By-law.

16.7 Environmental Compliance Approvals

Waste facilities operate under ECA, MECP regulations and the County's Disposal By-law. The ECA details legal, operational and administrative obligations that facility owners must comply with in daily operations. The County must operate

within the requirements or request changes from MECP. In planning for debris management, it is important to be aware of the approvals and the timing required for changes to approvals. Debris management considerations should be planned for and approved prior to an emergency. The County of Wellington Solid Waste Services will work with Member Municipalities to plan appropriately for local debris management needs.

16.8 County of Wellington By-law requirements

Council for the County of Wellington have passed By-laws for waste disposal, to establish tipping fees and curbside collection. Information on these By-laws is available on the Solid Waste Services website. Solid Waste Services will issue receipts for debris collected at the Riverstown Landfill and/or Transfer Stations for Insurance purposes. All household debris collected at the curb must be enclosed in user pay bags available from retailers throughout Wellington County and available online through the County's website.

16.9 Staging Areas and Drop off Locations.

Temporary Debris Sites, with the exception of vegetative debris, cannot be established during an emergency or recovery from an emergency without approval from the MECP. The EPA typically requires Environmental Assessments and an ECA for any disposal site.

Temporary disposal locations must be supervised and access, noise and odour concerns need to be considered. Emergency Management and Solid Waste Services will work with Member Municipalities prior to emergencies to identify and pre-designate potential debris staging and drop off sites for the type and quantity of debris anticipated following a significant emergency event.

Municipalities may set up small depots to collect vegetative debris including tree and yard debris following a natural disaster. These sites may only collect up to 200 cubic metres of debris material and the materials must be cleared within 30 days. Municipalities situated in areas where invasive species have been identified must collect and manage vegetative debris within the identified area.

Transportation of vegetative debris outside of the identified area is not permitted.

16.10 Handling of Hazardous Debris

Specified quantities of household hazardous wastes as set out in the County's ECA are accepted at the Elora, Belwood, Harriston, Aberfoyle and Riverstown waste facilities and through the Mobile Household Hazardous Depot. These include oil, oil filters, Glycol, vehicle batteries, dry cell batteries, propane tanks and cylinders, aerosol cans and a much greater amount of materials at the Mobile Household Hazardous Waste Depot.

A Member Municipality may request the Mobile Household Hazardous Waste unit for homeowners and business to access during a disaster event. The Mobile Depot has a list of approved locations throughout the County where it can be placed. If the Depot is to be moved to a location, outside of its annual schedule, notification needs to be given to the MECP and local Fire Department.

16.11 Debris Management Actions

Debris management is separated into four stages:

- i) Normal Operations,
- ii) Increased Readiness,
- iii) Response, and
- iv) Recovery

16.11.1 Normal Operations

- Wellington County Solid Waste Services develops policies, procedures and establishes waste collection and processing contracts that may include the collection and disposal of debris from emergencies.
- The County has implemented mutual assistance agreements with Member Municipalities and surrounding Counties that may be implemented during emergencies.
- Solid Waste Services will consult with MECP and other appropriate regulatory agencies regarding regulatory issues and potential emergency response needs.
- Establish debris assessment process to define scope of problem.
- Develop messaging with EIO regarding the debris collection process, times, establishment of temporary staging and drop off location, the debris accepted at sites, and any potential environmental and health risks associated with debris.

16.11.2 Increased Readiness

- Review and update plans, standard operating procedure, contracts, and checklists relating to debris removal, storage, reduction, and disposal process.
- Alert local agencies and contractors that have debris removal responsibilities ensuring the personnel facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.
- Review potential debris staging and drop off sites that may be used in the response and recovery phases in the context of the impending threat.

- Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

16.11.3 Response

- Activate debris management plan and assess needs.
- Begin documenting costs with the assistance of the Administration and Finance Section. In the event of a natural disaster, some debris management costs may be eligible for funding under the Municipal Disaster Recovery Assistance Programme. More information on the Programme is available in the Financial Considerations Section of this Plan.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Set up previously identified and approved debris staging and drop off sites.
- Address legal, environmental, and health issues relating to the debris removal process.
- With the assistance of the EIO, provide messaging to the public regarding environmental and health risk, collection expectations and timing. Any messaging approved by the EIO and Solid Waste Services may be re-circulated by Member Municipal EIOs.

16.11.4 Recovery

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal, work with Member Municipalities to close any debris staging or drop off locations and restore the sites as required.
- Complete a review of the response and recovery efforts and identify what went well along with areas for improvement.

17 SERVICE CONTINUITY PLANS AND PROGRAMMES

A major function of a Municipal EOC is to maintain and/or determine the Municipal services and functions that need to be maintained and/or restored, as well as the period for restoring services. Under the Act, Municipalities are not required to develop a Service Continuity Plan but having such plans in place will assist the Municipality and its Departments to;

- i) Identify critical services and functions and ensure their delivery regardless of the emergency,
- ii) Assess the priority of the systems, infrastructure, assets and resources used to provide critical services and functions,
- iii) To reduce the impact of an emergency on a municipality's service, functions and personnel,
- iv) Establish priorities and develop a strategy to ensure appropriate recovery systems are in place to resume services and functions in a timely manner,
- v) Establish a communication strategy,
- vi) Establish an Information Technology Plan and strategy for continuation of service delivery and resumption,
- vii) To evaluate incidents and prevent or mitigate effects of hazard/risk on a service, function or operations.

Municipalities are encouraged to develop Service Continuity Plans and implement a Service Continuity Programme.

In 2009, the County of Wellington undertook a service priority exercise. In 2014, the County began a programme to develop Service Continuity Plans for all Departments, to maintain the plans, to train staff on the plans, and to test these plans on a regular basis. The County has a Service Continuity Committee responsible for overseeing the County's Service Continuity programme and making recommendations for improvements to the programme.

18 RECOVERY PLAN

This plan assigns responsibilities and outlines activities, which may be required to bring the County and/or member municipalities back to their pre-emergency state. It will be activated (in whole or in part) at the direction of Council in consultation with the Control Group.

A Recovery Committee should be established to oversee the recovery process, which may take days to several years depending on the scale of the emergency.

The process of recovery from an emergency or disaster can be defined as actions to improve the stability of critical infrastructure and community assets, as well as improve the wellbeing, independence, and dignity of affected people and their assets.

A recovery plan should identify short, medium and long-term recovery actions.

18.1 Recovery Committee

In the early stages of the recovery process, the Municipal Emergency Control Group may function as the Recovery Committee. Later, once the emergency has been terminated, a Recovery Committee could be established.

If the Municipality chooses to appoint a Recovery Committee, the following positions and/or agencies may be appointed to the Committee. Membership of the Committee will vary depending on the nature and scale of the emergency but may include the following:

- Representative of Council
- Senior Municipal Administrative Official
- Emergency Management Coordinator
- Municipal Treasurer
- Senior Staff from Departments impacted by the emergency
- Wellington-Dufferin-Guelph Public Health
- Chief Building Official
- Communications staff/EIO
- Representative from Wellington County Social Services
- Economic Development
- Planning representative
- Other agencies or organizations that the Committee requires specific expertise.

The Recovery Committee may establish sub-Committees to oversee specific recovery activities such as funding applications, infrastructure repairs/replacements, building assessments and redevelopment, long-term health, safety and welfare needs of the of residents impacted by the emergency.

18.2 Recovery Committee Responsibilities:

The following is a list of items for Municipalities to consider during the recovery of any emergency. While the Recovery Committee should oversee these responsibilities, they may be assigned to sub-committees during recovery.

- i) Ensure that the public is kept informed of the status and activities of the recovery process. It is important that during recovery, accurate and up-to-date information be provided regularly to residents.
- ii) Provide recommendations to Council concerning expenditure of funds, new by-laws, changes to existing by-laws and other matters as they may require Council approval.
- iii) Ensure service continuity to areas of the Municipality not affected by the emergency.
- iv) Ensure the continued provision of Emergency Social Services as long as needed.
- v) Engage Wellington County Social Services to assist those that may require long-term housing needs, social assistance, etc.

- vi) Liaise with 211 to request their assistance with tracking residents' request for assistance.
- vii) Coordinate the storage and distribution of donated materials.
- viii) Work with affected business/industry to ensure that employment opportunities are restored at the earliest opportunity.
- ix) Determine and document the extent of the damage to Municipal and private buildings and damage to Municipal infrastructure.
- x) Expedite demolition permits with the assistance of the Chief Building Official(s) as required.
- xi) Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
- xii) Consider procedures/policies to expedite the establishment of new building/structures or repairs to damaged buildings/structures.
- xiii) Ensure the safety of workers in the damaged area, including volunteers.
- xiv) Continue to work with utilities (hydro, gas, and phone) to have services restored in a timely manner.
- xv) Maintain accurate records of all emergency-related expenditures.
- xvi) Investigate opportunities for provincial funding for Municipal expenditures.
- xvii) Analyze the impact of the emergency on the municipal budget.
- xviii) Prepare insurance claims on behalf of the municipality.
- xix) Ensure that detailed financial records are maintained.
- xx) Prepare a final report including recommendations.

18.3 Reporting

The Recovery Committee should establish a regular meeting schedule and a reporting schedule to Council to provide updates on the recovery process, to report on financial considerations, and any long-term budget implications.

19 PLAN ADMINISTRATION, MAINTENANCE AND REVIEW

19.1 Internal Procedure and Training

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

Under the Act, all municipalities are responsible for conducting emergency management training programmes to ensure the readiness of employees of the municipality and other persons to act under their municipal emergency response plan.

Members of the Municipal Emergency Control Group shall complete annual training as prescribed.

19.2 Annual Review

At a minimum, this plan will be reviewed annually by the CEMC in consultation with the Municipal Emergency Management Programme Committees. The Committees will test portions of the Plan each year using appropriate and planned emergency exercises. Following the exercises, After Action Reports will be completed by the CEMC and reviewed with the Committees for reporting to Council on recommended changes to the Plan, enhanced response capabilities and anticipated financial considerations.

The Emergency Management Programme Committees will give consideration to conducting a major review of this plan every five to ten years.

19.3 Amendments

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

19.4 Flexibility

No Emergency Response Plan can anticipate all of the varied emergencies that may arise in a changing community. During the course of the implementation of this plan in an emergency, some flexibility is expected to ensure health, safety, and welfare of the residents and business.

20 APPENDIX A – ACROYNMS AND DEFINITIONS

The following definitions come from various sources including the Canadian Oxford Dictionary, the Emergency Management and Civil Protection Act, Office of the Fire Marshall and Emergency Management, and the National Fire Protection Association.

ARES – Amateur Radio Emergency Services

AAR – After Action Report

BIA – Business Impact Analysis

CANUTEC – Canadian Transport Emergency Centre

CAO – Chief Administrative Officer, a Co-Administrator, or a designated alternate of them

CBRNE – Chemical Biological, Radiological, Nuclear and Explosive

CACC – Central Ambulance Communication Centre

CCAC – Community Care Access Centre

CEMC – Community Emergency Management Coordinator

CEMPC – Community Emergency Management Programme Committee

CI – Critical Infrastructure

DRAO – Disaster Relief Assistance for Ontarians

DWQMS – Drinking Water Quality Management Standards

ECA – Environmental Compliance Approval

EI – Emergency Information

EIC – Emergency Information Centre

EIO – Emergency Information Officer

EMAT – Emergency Medical Assistance Team

OFMEM – Office of the Fire Marshall and Emergency Management

EOC – Emergency Operation Centre

ERP – Emergency Response Plan

FAD – Foreign Animal Disease

GWPS – Guelph Wellington Paramedic Services

HUSAR - Heavy Urban Search and Rescue

IAP – Incident Action Plan

ICP – Incident Command Post

IMS – Incident Management System

MECG – Municipal Emergency Control Group

MDRAP – Municipal Disaster Relief Assistance Program

MTO – Ministry of Transportation

NGO – Non-Government Organization

PAD – Priority Access Dialing

PEOC – Provincial Emergency Operation Centre

PIMS – Provincial Incident Management System

SCBA – Self Contained Breathing Apparatus

WDGPH – Wellington Dufferin Guelph Public Health

Approved – Formally accepted by a position in authority such as a Minister, CAO, or Municipal Head of Council

Buffer Zone – In a planning context, this zone is intended to separate the public and other facilities from the consequence of an incident involving hazardous materials. This zone describes the allowable land uses around a hazardous facility.

Business Impact Analysis – A process designed to prioritize business functions by assessing the potential quantitative (financial) and qualitative (non-financial) impact that might result if an organization was to experience a service disruption.

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

Community Emergency Management Programme Committee – The community emergency management programme committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

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

Service Continuity Plan – A plan developed and maintained to direct a Department/ Organizations internal response to an emergency.

Critical Infrastructure – Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the

economy, (protect public safety and security), and maintain continuity of and confidence in government.

Declared Emergency – A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

Disaster – A serious disruption to an affected area, involving widespread human, property, environmental and/or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.

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

Emergency Information – Information about an emergency that can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

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

Emergency Operations Centre – The EOC is a facility where the Municipal Emergency Control Group assembles to manage an emergency.

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

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

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

Emergency Response – Coordinated public and private response to an emergency.

Emergency Medical Service – Guelph-Wellington Paramedic Service is the emergency medical services provider for Wellington County and the City of Guelph.

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

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

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

Evaluation – The process of assessing the effectiveness of an emergency management programme, plan and/or exercise etc.

Foreign Animal Disease – A subset of reportable diseases, which are foreign – not common - to Canada. Many diseases have been eradicated in Canada, or have never been presented, but could still occur and would easily threaten the health of domestic herds and flocks. Some examples are Avian Influenza, Foot and Mouth Disease and Bovine Spongiform Encephalopathy (BSE).

Hazard – A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these.

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

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

Heavy Urban Search and Rescue Team – A multi-service, multi-skilled, and multi-functional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.

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

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

Municipality – Means the County of Wellington, the Township of Centre Wellington, the Town of Erin, the Township of Guelph/Eramosa, the Township of Mapleton, the Town of Minto, the Township of Puslinch and/or the Township of Wellington North.

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

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

Municipal Disaster Relief Assistance Programme – An emergency financial assistance programme administered by the Ministry of Municipal Affairs and Housing.

Office of the Fire Marshall and Emergency Management – OFMEM is an organization within the Ministry of Solicitor General, government of the Province of Ontario. OFMEM is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

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

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

Public Sector – A particular element or component of government, i.e. police, fire and Public Works/Infrastructure Services, of a municipal, provincial or federal government.

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

Recovery – The process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Response – The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or services. This may include the provision of resources such as personnel, services and/or equipment.

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

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

Risk Assessment – A methodology to determine the nature and extent of risk by analyzing potential hazards and the evaluation of vulnerabilities and consequences.

Shall – Indicates a mandatory requirement.

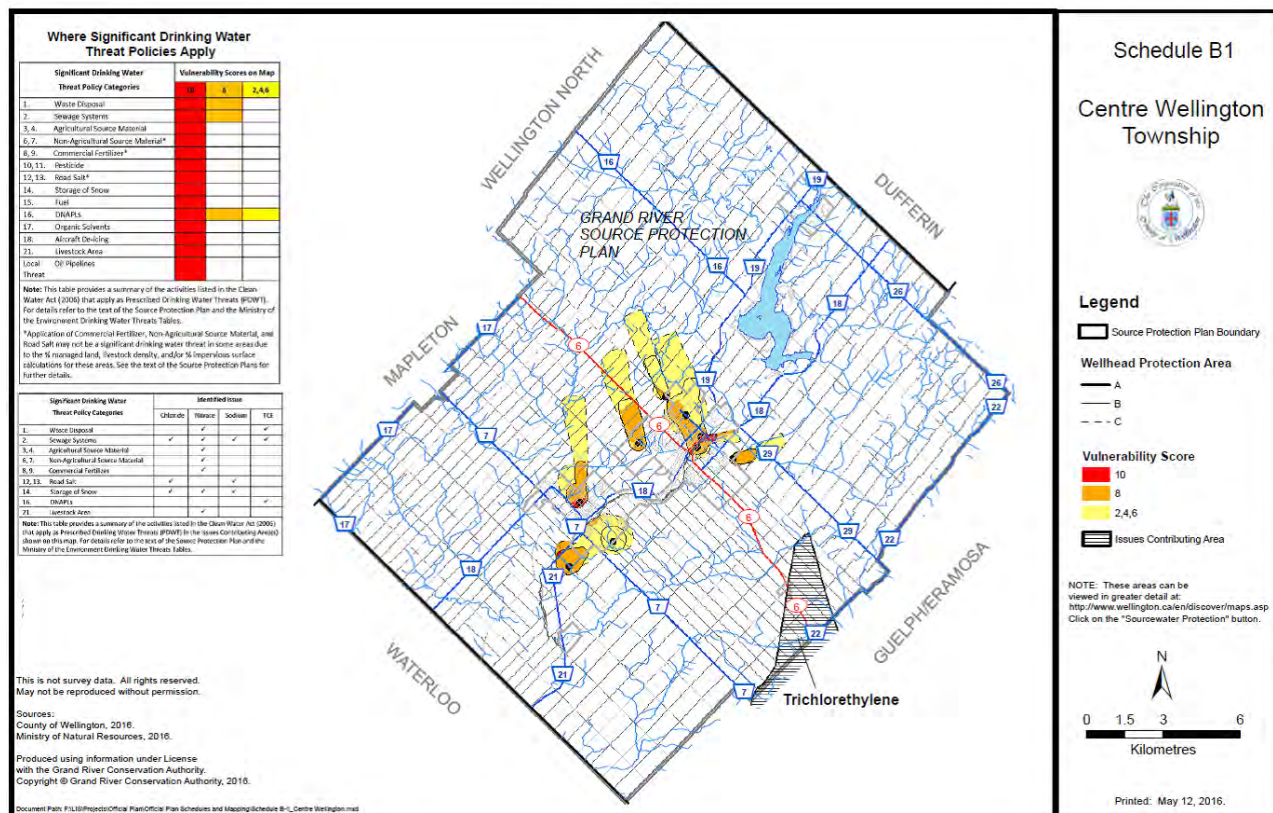
Should – Indicates a recommendation or that which is advised but not required.

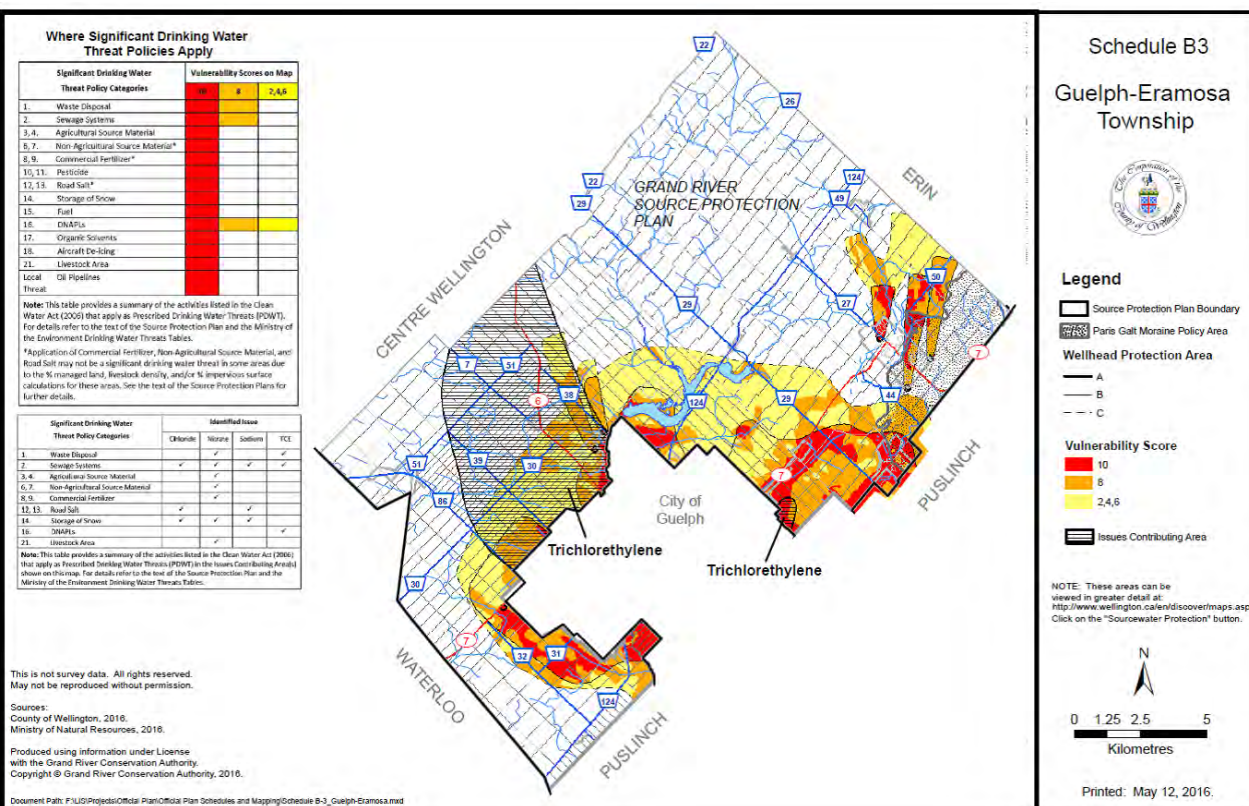
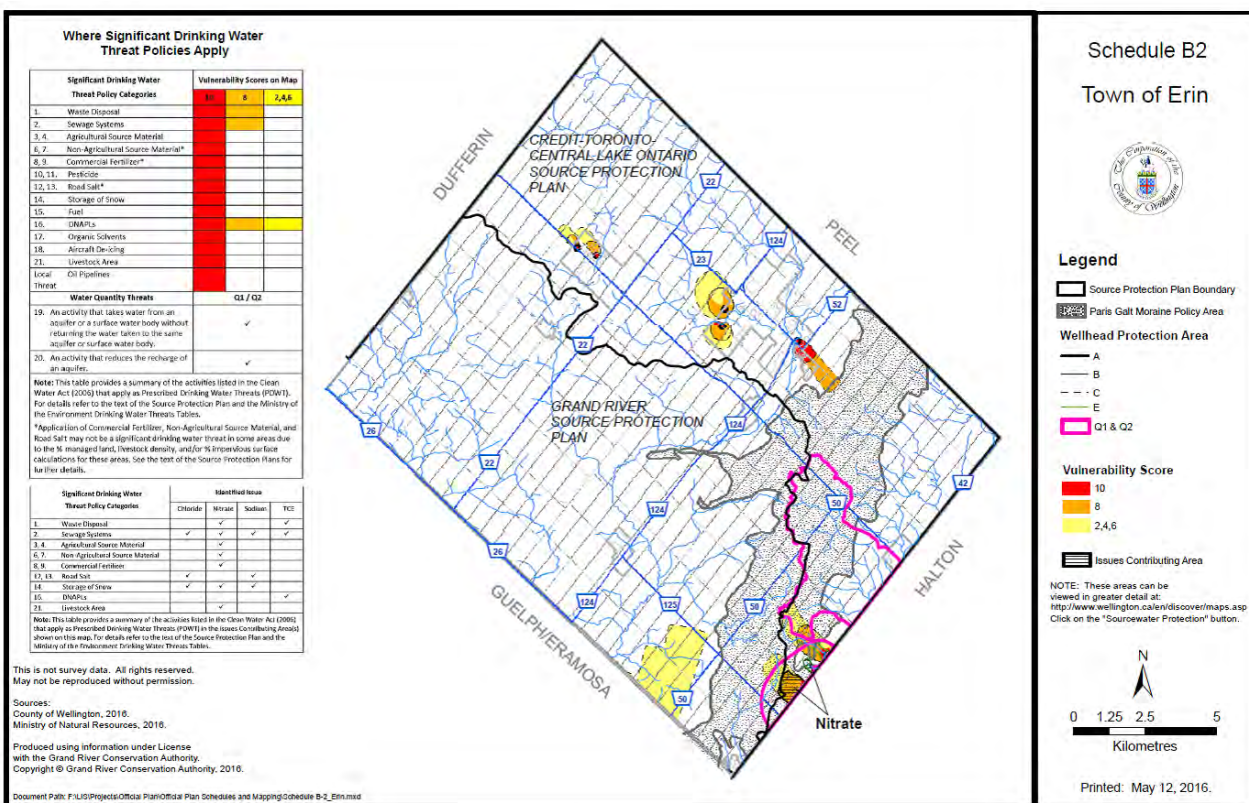
Telecommunications – Is the transmission and/or receipt of messages, for communicating over some distance, via a range of technical systems including radio and microwave communications, as well as fiber optics, satellites and the Internet.

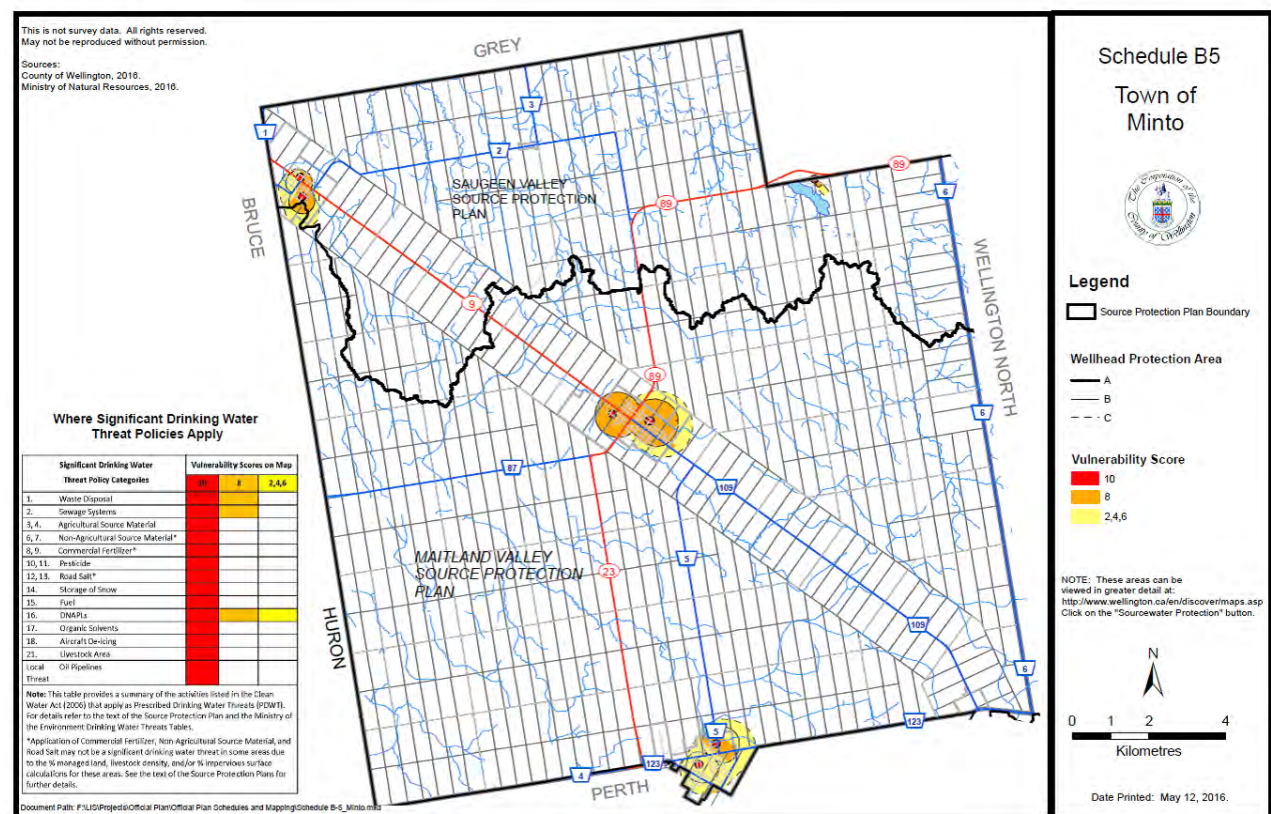
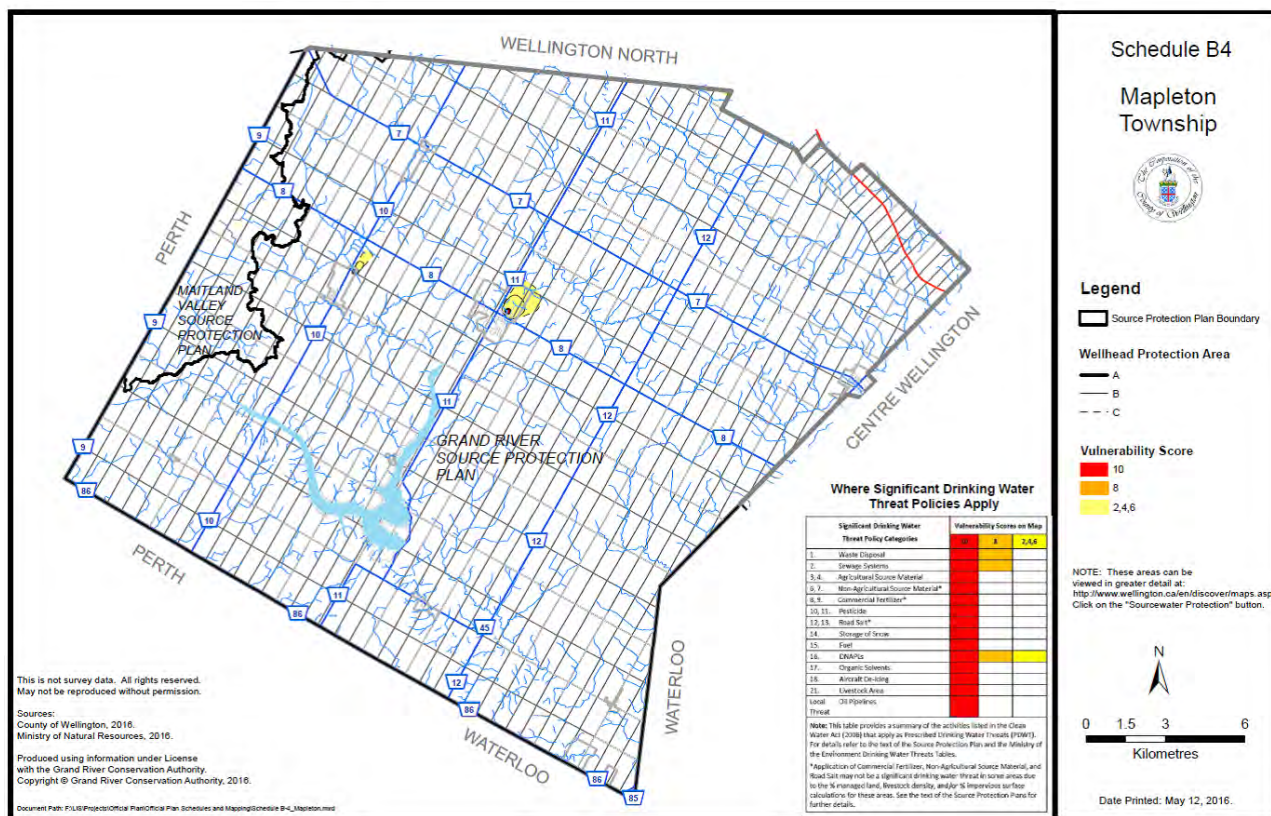
Threat – Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks.

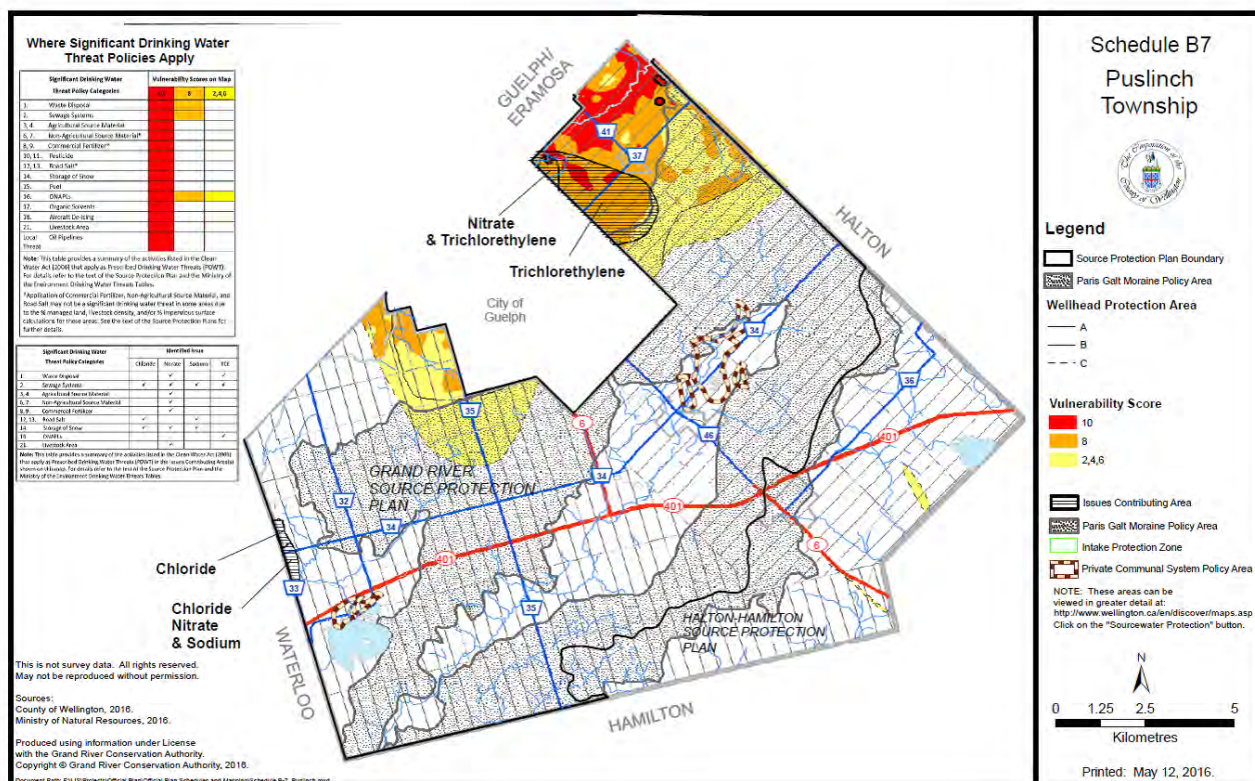
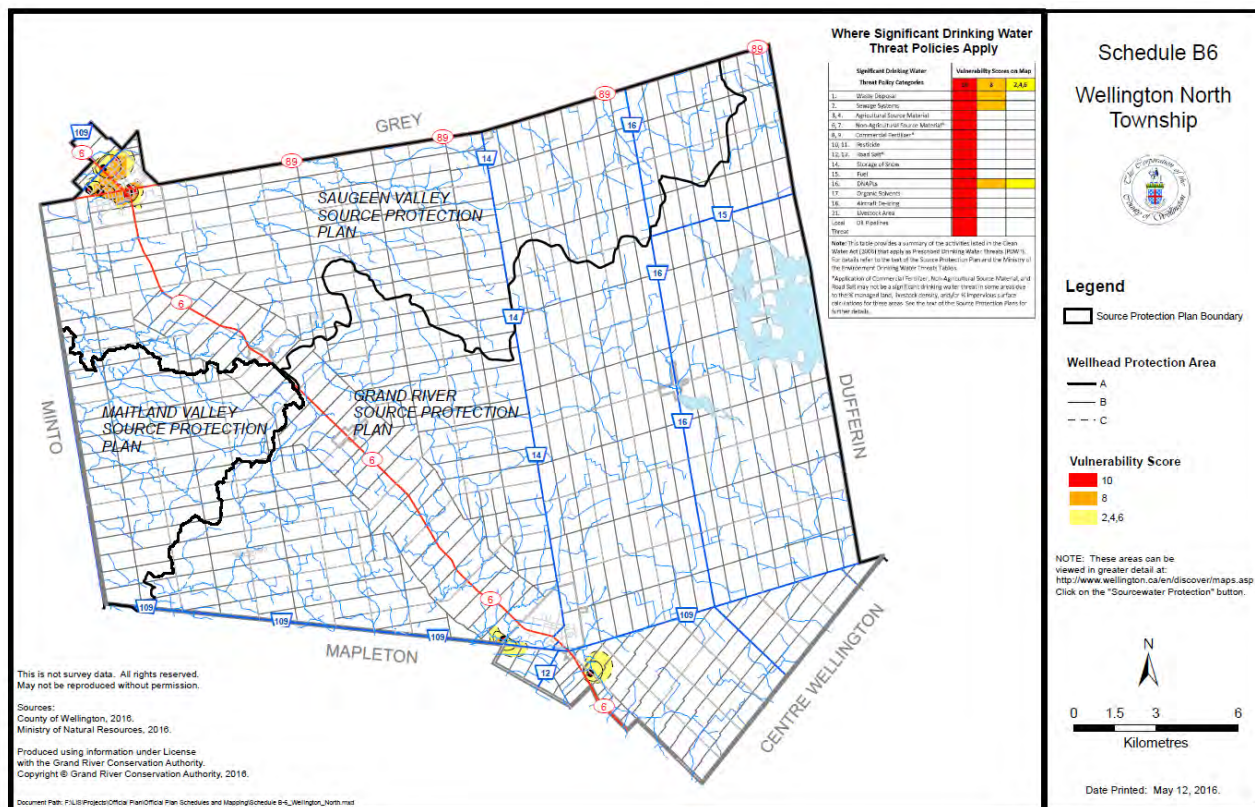
Vulnerability – The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.

21 APPENDIX B – SCHEDULE B1-B7 DRINKING WATER
VULNERABLE AREA MAP SCHEDULES BY
MUNICIPALITY









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

BY-LAW NUMBER 076-20

**BEING A BY-LAW TO AUTHORIZE A BOUNDARY ROAD
AGREEMENT BETWEEN THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH AND THE TOWN OF
GRAND VALLEY**

WHEREAS the Corporation of the Township of Wellington North and the Corporation of the Town of Grand Valley have agreed to enter into a Boundary Road Agreement.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH** enacts as follows:

1. The Corporation shall enter into a Boundary Road Agreement in substantially the same form as the agreement attached hereto as Schedule A.
2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the said Agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 14TH DAY OF SEPTEMBER, 2020.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

BOUNDARY ROAD AGREEMENT

THIS AGREEMENT made in duplicate this day of , 2020

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
hereinafter referred to as "Wellington North"

OF THE FIRST PART

AND

THE CORPORATION OF THE TOWN OF GRAND VALLEY
hereinafter referred to as "Grand Valley"

OF THE SECOND PART

WHEREAS the parties to this agreement are adjoining municipalities and are desirous of entering into an agreement under the provision of the Section 29.1 (1) of the Municipal Act, 2001 and amendments thereto dealing with the maintenance and repair of boundary highways and bridges between such municipalities.

AND WHEREAS pursuant to subsection 29.1 (2) of the Municipal Act, 2001, each municipality has jurisdiction over that part of the highway that it has agreed to keep in repair and is liable for any damages that arise from the failure to keep the highway in repair and the other municipality is relieved from all liability in respect of the repair of that part.

NOWHEREFORE in consideration of the premises, covenants and promises hereinafter expressed, the parties hereto agree each with the other as follows:

DEFINITIONS

1. In this by-law:

Bridge..means a public bridge forming part of a highway or on, over or across which a highway passes.

Highway..means a common or public highway, any part of which is intended for or used by the public for the passage of vehicles and pedestrians and includes the areas between the lateral property lines thereof.

Joint Jurisdiction.. means the local municipalities on either side of a boundary line between municipalities have joint jurisdiction over any highway or bridge forming the boundary line.

Maintenance standard.. means the standard(s) as adopted by the council of the municipality for repair of a highway.

Roadway.. means that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.

Routine maintenance.. means those activities completed in the maintenance and repair of a highway. Routine maintenance and repair of a highway or bridge and as described as follows:

- *hardtop surface maintenance* includes frost heave repair; base repair; utility cut repair; hot and cold mix patching; shoulder maintenance; surface maintenance including crack sealing, slurry sealing and spray patching; surface sweeping; surface flushing and; routine patrolling.
- *winter control* includes snowplowing, combination plowing/ice control, ice control, winging back, snow fencing, snow removal, standby, winter patrol, spring clean-up, sidewalk plowing and de-icing.
- *traffic operations* includes pavement markings, illumination, signals, signs, safety devices, bike path maintenance, railroad crossing maintenance.
- *roadside* includes vegetation management including roadside mowing, weed control, tree planting & removal, tree trimming; sidewalks maintenance; debris collection including debris and leaves; curb & gutter, guiderail and fence maintenance.
- *structures* includes washing and component repair for concrete and steel culverts, bridge of all types and pedestrian bridges.
- *stormwater management* includes roadside ditching; entrance culvert maintenance; maintenance and cleaning of maintenance holes, storm sewers and catchbasins and; video camera inspection.

Shoulder.. means the area adjacent to a roadway, where there is no curb, that may be paved or unpaved but does not include a sidewalk.

2. Where words or phrases used in this by-law are defined in the Municipal Act but not defined by this by-law, the definitions of the Municipal Act shall apply to such words and phrases.

INTERPRETATION

Where there is any conflict between the provisions of this by-law and the provisions of the Municipal Act, 2001 as amended, the provisions of the Municipal Act, 2001 shall prevail.

MAINTENANCE AND REPAIR OF HIGHWAYS AND BRIDGES

1. Wellington North hereby covenants and agrees to maintain and keep in repair, those highways and bridges located on those highways listed in Schedule "A" by meeting or exceeding the "Minimum Maintenance Standards for Municipal Roads", for the whole width thereof the highways listed.
2. Grand Valley hereby covenants and agrees to maintain and keep in repair, those highways and bridges located on those highways listed in Schedule "A" by meeting or exceeding the "Minimum Maintenance Standards for Municipal Roads", for the whole width thereof the highways listed.

GENERAL

1. Wellington North and Grand Valley shall share equally all expenses connected with any new construction or major maintenance work (as distinguished from routine maintenance) carried out for all highways listed in Schedule "A".
2. Each party will invoice the other as necessary for its share of the expenditures related to new construction or major maintenance work carried out on those highways listed in Schedule "A" and as determined in accordance with paragraph 3 of the GENERAL section of this agreement and the party being invoiced shall pay the amount invoiced within thirty (30) days of receipt of such invoice.
3. No new construction or major maintenance work (as distinguished from routine maintenance) of any kind on highways and bridges shall commence or be charged by one party to this agreement to the other unless such construction or major maintenance work has first been approved by the Councils of both municipalities.
4. The party to this agreement doing the work shall indemnify and save harmless the other party from all claims for loss or damages arising from the want of repair of said the highway and bridges assigned in the MAINTENANCE AND REPAIR OF HIGHWAYS and MAINTENANCE AND REPAIR OF BRIDGES sections to this agreement.

5. This agreement comes into force on the day of its signing by both parties hereto authorized by by-law and shall continue in force for a period of ten (10) years therefrom and may be renewed at the end of such terms by a further by-law of both parties to this agreement.
6. No amendment or variation to this Agreement or of any of the terms hereof shall be binding upon the parties hereto, unless the same is in writing and authorized by further by-law of both parties to this Agreement and signed by all parties hereto.

IN WITNESS WHEREOF the Corporate Seals of each of the parties hereto have been affixed duly attested by the respective officers authorized in that behalf

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Per _____
ANDREW LENNOX MAYOR

Per _____
KARREN WALLACE, CLERK

THE CORPORATION OF THE TOWN OF GRAND VALLEY

Per _____
STEVE SOLOMAN, MAYOR

Per _____
MEGHAN TOWNSEND, CAO-CLERK

Schedule "A"

Highway known as the East – West Luther Townline. This highway includes four blocks of road which includes three blocks being open year round and one block which has "No Winter Maintenance".

The Township of Wellington North and the Town of Grand Valley agree to alternate the responsibility for the maintenance of this highway (excluding gravel resurfacing) each year. The scheduling of gravel resurfacing will be agreed to by the appropriate Township staff at the cost of such resurfacing shall be shared equally.

For the purposes of this agreement, the anniversary date for alternating the maintenance responsibilities shall be April 15.

Annual Maintenance Schedule beginning April 15, 2021

- 2021 Wellington North
- 2022 Grand Valley
- 2023 Wellington North
- 2024 Grand Valley
- ETC for Term of Agreement

Note: There are three bridges located on the highway known as the East – West Luther Townline. This highway is also the boundary between two Counties which are Wellington County and Dufferin County. The two Counties are jointly responsible for the maintenance of these bridges.

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

BY-LAW NUMBER 077-20

**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
SEPTEMBER 14, 2020**

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 September 14, 2020 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 14TH DAY OF SEPTEMBER, 2020.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK