



Township of Wellington North

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

Regular Meeting of Council

Monday, March 24, 2014

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

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

2014 BUDGET MINUTES

Monday, March 10, 2014

4:00 p.m.

Present: Ray Tout, Mayor
Andy Lennox, Councillor, Chairperson, Administration and Finance
Mark Goetz, Councillor
Sherry Burke, Councillor
Dan Yake, Councillor
Michael Givens, CAO/Treasurer
Mary Jo Marshall, Deputy Treasurer
Catherine More, Deputy Clerk
Cathy Conrad, Executive Assistant
Dale Small, Business Economic Manager
April Marshall, Tourism, Marketing, Promotion Manager
Barry Lavers, Director of Recreation, Parks & Facilities
Darren Jones, Chief Building Official
Deb Zehr, Director of Public Works
Dale Clark, Roads Foreman

A. Declaration of Pecuniary Interest.

None declared

B. 2014 Budget

- i. CAO to present the 2014 Draft Capital Budget-2014 priorities to be determined.

Michael Givens, CAO, presented the 2014 Draft Capital Budget. The total capital forecast is 4.3 million. It is proposed to use a significant amount of reserves. The tax levy shown in the draft capital budget is \$1,444,500. Funding formulas have been established for priority items outlined in the draft capital budget.

As a result of several power outages over the past year and the issue of interruption in communications that arise out of these power outages, a generator for the Kenilworth Administration Office has been included in the draft capital budget. The gymnasium roof at the OPP Building in Kenilworth is also included. The Fire Department service vehicle is reflected in this year's budget. Replacement items for the Roads Department include a plow truck and a backhoe.

Federal Gas Tax funds would be used for replacement of Bridge Number 6 on Concession 6 and repair of Bridge Number 11 on Concession 11. Wellington North will utilize some of our own materials and man power for work on gravel roads. Wellington County wants to proceed with the Frederick St. project. Wellington North's road portion is \$290,000. There is money in reserves to complete the London Road work.

Other projects include Miller/John/North Water St., 4.4km of Concessions 11 and energy retrofits in Arthur Village and Town of Mount Forest. A backup generator is needed for Well #1 to ensure communication systems continue to work with the SCADA system when the power is down. Replacement of the zero turn lawnmower has been included for the Mount Forest Cemetery. \$95,000 is budgeted for a generator at the Mount Forest Sports Complex. Barry is waiting on a report from an electrical engineer and this amount may be reduced. The header pipes at the Arthur Arena are a priority as they are no longer able to be repaired. Wellington North has received \$10,000 from the County for the installation of accessible doors at the Arthur Arena.

Councillor Burke noted that there are four items listed in the Roads – Fleet capital budget and questioned why the plow truck and backhoe are a higher priority than the Kubota tractor and pickup truck. Deb Zehr and Dale Clark explained that the tractor will be first priority for next year. The backhoe has 9,000 hours on it and needs a lot of work on the hoe.

Councillor Burke commented that the header pipes are a priority and have been on the list since before this term of Council. Barry Lavers stated that the pipes are accessible but if they go it will require a major overhaul.

Councillor Goetz inquired if there was any value left in the backhoe. Dale Clarke commented that, based on a previous trade in, there is approximately \$20,000 for trade in value.

Councillor Goetz asked about the handicapped washroom at the Arthur pool. Barry indicated that this is not a priority item and he will be investigating other funding sources for this item. The Recreation Committee agreed that the priorities for this year would include the emergency generator, header pipes and accessible doors.

Mayor Tout stated that the header pipes at the Arthur Arena should be a priority, Wellington North has received \$10,000 from the County for the accessible doors and that Bye's have paid their portion for the London Road project and are waiting for the Township to complete this work.

Councillor Lennox expressed concern that reserves will be depleted. He recognized that there are more items than what can be dealt with and that there are projects that need to be done; however, he wasn't sure it is necessary to draw so

much out of reserves. We may be faced with delaying some projects. There are generators listed in Administration and Recreation but he is concerned that we do not have a comprehensive plan of what is needed throughout the municipality. We need to have background of what is needed to meet our needs now and in the future and give consideration to the ongoing costs and future replacement. The roof on the OPP building is in addition to what has already been done, is there funding from the OPP for this? Mike Givens confirmed that there is no OPP funding for the gymnasium roof. Councillor Lennox requested clarification on Bridge Number 6 as the recent report didn't make replacement of it as important as other structures. Mike Givens responded that Bridge Number 6 is the highest traffic bridge. Dale Clark confirmed this and stated that the bridge was built in 1948 and that 1,000 vehicles a day use it.

Councillor Lennox inquired about the payback scenarios for the energy retrofits. Deb Zehr will pull information from reports regarding payback. We are targeting those that are a year or less. Mike Givens cautioned that the payback scenarios may be overly aggressive and payback periods could be longer than shown.

Councillor Lennox stated that there is \$28,000 showing for two sets of accessible doors. He feels the \$10,000 could be used for only one set as there is access to both areas inside the Arena. He agreed that the handicapped washroom is not a priority. His preference would be to complete the Frederick Street project ahead of the water and sewer work for Miller/John/North Water Streets.

ii. CAO to present 2014 Operating Budget Highlights

The CAO presented the 2014 Operating Budget Highlights. This was an overview of primary department costs. The year to year comparisons show no real change over last year. The CAO met with staff to discuss the operating budget. Reducing spending is taken very seriously. It's possible there will be some extra costs related to this year's election.

The administration budget is \$1,119,801. The election is included in the administration budget and costs approximately \$50,000 to run. Legal costs continue to be a major issue affecting the budget. Consulting costs for pay equity review and website update account for \$75,000 in the budget.

It is hoped that the completion of the sale of the former Mount Forest Day care building will happen this year. Utility costs continue to rise at all facilities. New lease agreements for the school property, Arthur Seniors Hall and the Arthur Medical Centre are being worked on. Payments to firefighters are equal for both Arthur and Mount Forest.

The 8% increase in building permit fees is the third increase to complete the Building Department goal of a twenty five percent increase in fees to ensure cost

recovery and elimination of subsidisation from taxes. However, it is difficult to predict development.

The Roads Budget is the largest budget. In 2013 the budget was 3.4 million. For 2014 the proposed budget is 3.8 million. This winter has increased the winter operating costs significantly as we had an earlier winter and there were more fuel costs and repair expenses. Also included in the operating budget is the set up costs for the Ferguson pit.

There is a provision for a contribution to the Louise Marshall Hospital Capital Campaign. The Hospital Foundation is asking for a commitment over 5 years.

The Recreation Department is proposing to continue to build reserves and are still dealing with debentures.

The Economic Development budget shows a decline in 2014.

Sanitary sewer and water are user pay systems. It is proposed to have the rate study upgraded for this year.

Mayor Tout inquired about the cost of telephone for water and sewer. Mike Givens responded that there are a significant number of lines needed for the water and sewer departments.

Councillor Burke questioned if this is the appropriate time to move the Arthur Seniors building over to recreation. Mayor Tout commented that they had talked about moving this from Building and Property to Recreation. Mike Givens suggested that the figures could be moved to Recreation if Council wishes to.

Councillor Yake inquired if the completion of the sale of the Mount Forest Day Care will happen this year. Mike Givens explained that it is not imminent but he is hopeful. There has been some discussion at the staff level to put more pressure on proceeding with this.

Councillor Lennox asked if the payroll computer software budgeted for save the Township money? Mike Givens explained that we currently outsource payroll services. The new software will allow him and other departments to access information more readily.

Councillor Lennox stated that the Fire Budget has shifted more to operating than capital. There is an overall reduction of reserves for the Fire Department as last year money was used from reserves for the implementation of a full time Fire Chief. The Department is in good shape for trucks. It is anticipated that a program for salaries and wages is to be implemented for payment to the volunteers that is more equitable to both Mount Forest and Arthur. The cleaning and maintenance budget for the Mount Forest Fire hall has increased from \$200 to \$1,900.

Previously they did their own cleaning but they would now like to bring in a cleaner, similar to Arthur. The firefighters associations receive the revenue from the Fire Hall rentals. There have been discussions regarding revamping hall space in Mount Forest to utilize it for more storage; which would significantly reduce rental space. Councillor Goetz added that the Mount Forest firefighters need a better place to keep their bunker gear and more office space. The gear is exposed to fumes from the trucks where it is currently kept. Councillor Lennox commented on the funds being put into reserves to replace the 1992 Spartan Pumper. He believed that with amalgamating the departments the need to replace the pumper could be reduced.

Councillor Lennox commented that there are lots of reserve transactions in the Roads budget. They are trying to make a greater divide between capital and operation. The amount shown for repairs to the 2002 backhoe would be adjusted if a new backhoe is purchases. The two year old Case backhoe in Arthur required \$6,000 in repairs last year. Dale Clark stated that there is a brake issue and heating issue; which seem to have Case stumped. Councillor Lennox questioned if this backhoe should be replaced if there are ongoing issues with it.

Councillor Lennox felt that further discussion is needed regarding the Hospital grant.

The budget for Mount Forest trail expenses has gone from \$3,000 to \$5,000. Bob Armstrong is leading a group of volunteers in Mount Forest to work on trails.

Councillor Lennox stated that the Economic Development budget does not reflect potential grant money from the County. There is no further grant money for the Community Improvement Program.

iii. CAO to present Tax Impact Analysis for different Levy Scenarios

There is an 8.9% levy increase from 2013, as presented. Staff do not expect that this is what Council desires. We should be somewhere between 3% and 6%. It is suggested that we look at capital and cut approximately \$300,000. Council was asked if there are any particular capital projects they wish to cut. Council felt that the Miller/John/North Water Street project was not the priority that Frederick Street is. Perhaps the engineering could be done for the Miller/John/Northwater Street project this year.

The impact on taxpayers for typical property in each property class was reviewed. A 3% increase would increase taxes on an average residence by \$7.13. A typical farm house would increase by \$15.50 and farmland would increase by \$72.09. A 6% increase would increase taxes on an average residence by \$40.96. A typical farm house would increase by \$37.22 and farmland would increase by \$88.12. Commercial and industrial assessments are declining. Farm assessments are

rising. One third of each tax dollar stays locally; the rest goes to the County and School Boards. We have to focus on our levy; not the County or School Boards.

The debt amount peaked in 2009 at about 12 million. It is now down to 8.5 million. There is no increase in debt proposed for this year.

Councillor Lennox stated that he was not comfortable with a significant use of reserves. The capital program needs to be reduced by \$300,000. Council needs to look at the capital projects. Councillor Lennox preferred the system used last year for budgeting. Clear direction was given to staff of what was wanted and what to target. To be fair to staff, Council needs to give direction as to what they are comfortable with and set a clear goal. Council needs to discuss contributions to the hospital.

Mayor Tout commented that he would like to see the Department Heads take another look at the budget. The Frederick Street project has to happen this year as the County is not going to wait any longer. Does the Miller/John/North Water Street project need to proceed this year?

Mike Givens questioned if the generator in Mount Forest Sports Complex is a priority item. Mayor Tout stated that he would like to see what is needed at the Sports Complex. Possibly a generator could be rented for a couple years. Generators are a high priority. After the last couple of storms he considers a generator for the municipal office as a priority as communications are lost when the power is out in. Maybe we could get wiring done in Mount Forest for now.

Councillor Yake stated that he was not prepared to pull projects out. This needs to go back to staff. Maybe half of the money can be put away this year for other projects, such as the Miller/John/North Water Street project and a generator for the Mount Forest Sport Complex.

Councillor Burke partially agreed with Councillor Yake. However, she did not feel the Miller/John/North Water Street project should be removed. The handicapped washroom could be pulled from the Recreation budget. We need to decide what we need a generator to run at the Mount Forest Sports Complex. The three priorities have been on the table long enough.

Councillor Goetz commented that last year Council took things out of the budget and now we are right back to the same point. He felt more of a joint effort between staff and Council was needed. A decision needs to be made regarding the request for \$100,000 for the Hospital project.

Mayor Tout suggested that we will have the same problems down the road if projects are cut. He liked the idea of putting half of the money away so that projects can proceed next year. Council doesn't want to remove projects but

realize they can't do everything. He responded to Councillor Goetz that the hospital is looking for a five year commitment.

Mike Givens stated that including funds for the hospital project is a Council decision. He explained that his approach to the budget has changed this year. Staff has indicated that there is a long list of projects that have been on the list for years and that Council needs to be aware of them.

Moved by: Councillor Burke

Seconded by: Councillor Goetz

That staff be directed to bring the budget as close to 3% as possible; excluding hospital contribution.

Carried

- C. This meeting was informal and was attended to ensure that Council and Staff priorities are aligned for 2014. There was no consideration to passing the Budget at this time. A further Presentation of the Proposed Budget will occur at a future date.

D. **Adjournment**

Moved by: Councillor Burke

Seconded by: Councillor Tout

That the March 10, 2014 Budget Meeting be adjourned at 5:58 p.m.

Carried

TOWNSHIP OF WELLINGTON NORTH

PUBLIC MEETING - MINUTES

Monday, March 10, 2014

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

Present:

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

Also Present:

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

Mayor Tout called the meeting to order.

Declaration of Pecuniary Interest:

None declared.

Owner/Applicant: Brian O'Donnell

The property subject to the proposed amendment is described as Lot 6, Concession 5, Geographic Township of West Luther, with a civic address of 8754 Sideroad 7. The property is 41.6 hectares (103 acres) in size.

The purpose and effect of the proposed amendment is to rezone the "retained" agricultural (41 ha) portion of the subject lands to restrict future residential development. This rezoning is a condition of a surplus farm dwelling severance B129/12, granted by the Wellington County Land Division Committee December 5th, 2013.

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

TOWNSHIP OF WELLINGTON NORTH

PUBLIC MEETING - MINUTES

Monday, March 10, 2014

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

1. Notice for this public meeting was sent to property owners within 120 m and required agencies and posted on the property on February 14, 2014.
2. Presentations by:

Jameson Pickard, Junior Planner, reviewed his comments dated March 4, 2014.

The zoning amendment is required as a condition of provisional consent (B129/12) by the Wellington County Land Division Committee. The Planning Department had no objections to implementing this decision. Both the Provincial Policy Statement and County Official Plan provide for surplus farm dwelling severances, provided the agricultural lands (the retained parcel) are rezoned to prohibit future residential dwellings. The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels where the impact on existing and future farm operations can be kept to a minimum.

The property subject to the proposed amendment is described as Part Lot 6, Concession 5, Geographic Township of West Luther, with a civic address of 8754 Sideroad 7. The property is 41.6 ha (101.3 ac) in size.

The purpose and effect of the proposed amendment is to rezone the subject lands to restrict any future residential development on the agricultural, “retained” portion of the property. This rezoning is a condition of severance application B129/12 under the surplus farm dwelling policies that was granted provisional approval by the Wellington County Land Division Committee December 5th, 2013.

The subject property is considered to be within a PRIME AGRICULTURAL and CORE GREENLAND area. Section 2.3.4.1(c) of the Provincial Policy Statement provides consideration for the severance of a surplus residence, provided that new residential dwellings are prohibited on the remnant parcel of farmland.

TOWNSHIP OF WELLINGTON NORTH

PUBLIC MEETING - MINUTES

Monday, March 10, 2014

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The subject land is designated PRIME AGRICULTURE and CORE GREENLANDS under the Wellington County Official Plan. Section 10.3.4 of the Official Plan implements the Provincial Policy Statement and requires that the remnant parcel be rezoned to prohibit dwellings.

Under the Zoning By-law the subject lands are zoned Agricultural (A) and Natural Environment (NE). This zoning by-law amendment will re-zone the retained agricultural lands to a site specific zone, which will include provisions to prohibit a dwelling on the 99.5 acre agricultural parcel. This rezoning is a requirement for applications which are submitted under the surplus farm dwelling polices of the official plan.

3. Review of Correspondence received by the Township:
 - Nathan Garland, Resource Planner, GRCA
 - No Objection
4. The by-law will be considered at the regular council meeting following the public meeting. Persons wishing notice of the passing of the By-law must submit a written request.
5. Mayor opens floor for any questions/comments.

The Applicant not present.
6. Comments/questions from Council.

None
7. Adjournment 7:35 p.m.

C.A.O./CLERK

MAYOR

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

REGULAR MEETING OF COUNCIL

Monday, March 10, 2014

6:30 p.m.

Members Present:

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

Also Present: Chief Administrative Officer/Clerk: Michael Givens
Deputy Clerk: Catherine More
Executive Assistant: Cathy Conrad
Director of Public Works: Deb Zehr
Tourism, Marketing, Promotion Manager: April Marshall
Business Economic Manager: Dale Small

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

A. **CALLING THE MEETING TO ORDER**

Mayor Tout called the meeting to order.

B. **O' CANADA**

C. **PASSING AND ACCEPTANCE OF AGENDA**

Moved by: Councillor Burke
Seconded by: Councillor Goetz

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

Resolution Number: 1

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, March 10, 2014

Page Two

D. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE
THEREOF

None declared.

E. CLOSED MEETING SESSION

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

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT Council go into a meeting at 6:35 p.m. that is closed to the public under subsection 239 (2)(e) of the Municipal Act, 2001

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

Resolution Number: 2

Carried

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT Council rise from a closed meeting session at 7:14 p.m.

Resolution Number: 3

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, March 10, 2014

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F. RECESS TO PUBLIC MEETING

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Regular Council meeting of March 10, 2014 be recessed at 7:18 p.m. for the purpose of holding a Committee of Adjustment Hearing and a Public Meeting.

Resolution Number: 4

Carried

G. RECONVENE REGULAR COUNCIL MEETING (following Public Meeting)

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Regular Council meeting of March 10, 2014 reconvene at 7:35 p.m.

Resolution Number: 5

Carried

H. MINUTES

1. Public Meeting, February 10, 2014
2. Regular Meeting of Council, February 10, 2014
3. Special Council Meeting, February 19, 2014

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on February 10, 2014 and the Special Council Meeting held on February 19, 2014 be adopted as circulated.

Resolution Number: 6

Carried

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

REGULAR MEETING OF COUNCIL

Monday, March 10, 2014

Page Four

I. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

1. Mary Crome, Circles Coach
Wellington County Learning Centre
Re: Circles Guelph-Wellington County Community Initiative

Ms. Crome appeared before Council to present a new community initiative in Wellington County. The Circles initiative is a new way out of poverty that matches low-income leaders with middle or upper-income allies. Wellington North has the highest level of poverty in Wellington County; which is 14%. They are opting to start in Arthur because of its geographical location. Arthur is central to Minto, Mapleton and Centre Wellington; thereby minimizing the commute for Leaders and Allies regardless of which community they are coming from. Poverty impacts health, social, education and policing services. Lowering the number of families living in poverty improves lives and reduces the amount spent on these public services.

The Circles initiative is coming together with other programs striving to reduce poverty. Bridges out of Poverty teaches the upper and middle class what it is like to live in poverty. The Getting Ahead program brings together individuals living in poverty to reflect on their personal situations and understand the differences between economic classes. Circles brings together people from both groups.

Circles fights poverty in the community using the power of volunteers, relationships and caring communities. A circle is made up of three kinds of people. The leader is the individual living in poverty and trying to lead their family out of poverty. Other members of the community, called Allies, and the Circle Coach work to help the leader achieve their life-changing goal. They meet once a week for a meal while enjoying each other and solving problems together. Reciprocity is a very big part of Circles.

It is hoped to initiate this program in the fall of 2014.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

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J. BUSINESS ARISING FROM MINUTES

None.

K. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS

1. Report from Deb Zehr, Director of Public Works
 - Mount Forest and Arthur Water System Annual Reports and Schedule 22

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North accept and approve the following annual Water Reports from the Director of Public Works

- *2013 Schedule 22 Annual Report for Arthur*
- *2013 Annual Summary Report for the Arthur Drinking Water System*
- *2013 Schedule 22 Annual Report for Mount Forest*
- *2013 Annual Summary Report for the Mount Forest Drinking Water System*

Resolution Number: 7

Carried

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

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

2. Report from Deb Zehr, Director of Public Works
- Sewage Allocation for Lucas Subdivision, Pt. Pk. Lt. 3, S of King St,
Pt. Pk. Lt. 3, N of Albert, Town of Mount Forest

Moved by: Councillor Goetz

Seconded by: Councillor Burke

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

Resolution Number: 8

Carried

3. Report from Deb Zehr, Director of Public Works
- Generator Service Agreement

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive as information the Generator Service Agreement Report from the Director of Public Works;

AND FURTHER THAT Council approves entering into a Generator Service Agreement with Genco Generators Incorporated for a period of 3 years.

Resolution Number: 9

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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

4. Report from Deb Zehr, Director of Public Works
- Dust Control and Road Stabilization Material Tender

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive as information the Dust Control and Road Stabilization Material Tender Report from the Director of Public Works;

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

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

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

Resolution Number: 10

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

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

5. Report from Deb Zehr, Director of Public Works
- Energy Conservation and Demand Management Plan

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive as information the Energy Conservation and Demand Management Plan Report from the Director of Public Works;

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

Resolution Number: 11

Carried

6. Report from April Marshall, Tourism, Marketing, Promotion Manager
- Website Design & Development Proposal

Moved by: Councillor Burke
Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive the Tourism, Marketing, Promotion Manager report dated March 10th, 2014 with regards to Website Design & Development;

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

Resolution Number: 12

Carried

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

7. Report from April Marshall, Tourism, Marketing, Promotion Manager
- Wellington North Farmers' Market

Moved by: Councillor Burke
Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive the Tourism, Marketing, Promotion Manager report dated March 10th, 2014 with regards to the Wellington North Farmers' Market;

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

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

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

Resolution Number: 13

Carried

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

8. Reports from Darren Jones, Chief Building Official
- Building Permit Monthly Review, Period Ending January 31, 2014
 - Building Permit Monthly Review, Period Ending February 28, 2014

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the Building Permit Monthly Review for the Period Ending January 31, 2014, and the Building Permit Monthly Review, Period Ending February 28, 2014.

Resolution Number: 14

Carried

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

Moved by: Councillor Goetz

Seconded by: Councillor Burke

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

Resolution Number: 15

Carried

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

10. Public Works Committee
- Minutes, February 18, 2014

**Moved by: Councillor Goetz
Seconded by: Councillor Burke**

THAT the Council of the Corporation of the Township of Wellington North receive and adopt the minutes of the Public Works Committee meeting held on February 18, 2014.

Resolution Number: 16

Carried

11. Economic Development Committee
- Minutes, February 19, 2014

**Moved by: Councillor Goetz
Seconded by: Councillor Burke**

THAT the Council of the Corporation of the Township of Wellington North receive and adopt the minutes of the Economic Development Committee meeting held on February 19, 2014.

Resolution Number: 17

Carried

12. Recreation & Culture Committee
- Minutes, March 4, 2014

**Moved by: Councillor Lennox
Seconded by: Councillor Yake**

THAT the Council of the Corporation of the Township of Wellington North receive and adopt the minutes of the Recreation & Culture Committee meeting held on March 4, 2014.

Resolution Number: 18

Carried

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L. CORRESPONDENCE FOR COUNCIL'S INFORMATION

1. United Townships of Head, Clara & Maria
Re: Correspondence to The Honourable Kathleen Wynne, Premier,
Regarding a Resolution Lobbying the Provincial Government to
Stop the Roll Out of Mandatory On-Site Septic System Inspections
- Received as information
2. Ministry of Community Safety and Correctional Services
Re: Changes to the Province's Fire Safety Regulations in Care
Occupancies, Care and Treatment Occupancies and Licensed
Retirement Homes
- Received as information
3. Town of Arnprior
Re: Correspondence to Kathleen Wynne, Premier, Regarding
Resolution Concerning Rate Increases for Electricity

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North support the resolution of the Town of Arnprior regarding rate increases for electricity.

Resolution Number: 19

Carried

4. Town of Aurora
Re: Request for Support of Resolution Regarding Introduction of
Municipal Recall Election Legislation
- Received as information
5. Glen Murray, Minister of Infrastructure and Minister of Transportation
Re: Correspondence to Randy Pettapiece, MPP, Regarding Wellington
North's Resolution Regarding Connecting Links
- Received as information

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L. **CORRESPONDENCE FOR COUNCIL'S INFORMATION** (continued)

6. K. Smart Associates Limited
Re: Marvin Gingrich / West Luther Drain 60 Branch A

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North authorize the Clerk and Drainage superintendent to proceed with the required notification of Council's intention to abandon Drainage Works Branch A of West Luther Drain 60 to all owners of land assessed for benefit.

Resolution Number: 20

Carried

M. **BY-LAWS**

1. 10-14 Being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Part Lot 7, Concession 11 to 12, Geographic Township of Arthur – 9370 Concession 11 (D. and P. Smith))

Moved by: Councillor Yake
Seconded by: Councillor Lennox

THAT By-law Number 10-14 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a First, Second and Third time and finally passed. (Part Lot 7, Concession 11 to 12, Geographic Township of Arthur – 9370 Concession 11 (D. and P. Smith))

Resolution Number: 21

Carried

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M. **BY-LAWS** (continued)

2. 13-14 Being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Part of Lot 7, Concession 11, Geographic Township of West Luther, 8397 Line 10 – R. and A. Villeneuve)

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT By-law Number 13-14 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a First, Second and Third time and finally passed. (Part of Lot 7, Concession 11, Geographic Township of West Luther, 8397 Line 10 – R. and A. Villeneuve). For a period of 3 years.

Resolution Number: 22

Carried

3. 14-14 Being a by-law to Authorize an Agreement Consenting to the Assignment of a Road Use Agreement (WPD Springwood Wind Incorporated and KfW IPEX-Bank GmbH)

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT By-law Number 14-14 being a by-law to authorize an Agreement Consenting to the Assignment of a Road Use Agreement be read a First, Second and Third time and finally passed. (WPD Springwood Wind Incorporated and KfW IPEX-Bank GmbH)

Resolution Number: 23

Carried

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M. BY-LAWS (continued)

4. 15-14 Being a by-law Restricting the Weight of Vehicles Passing Over Bridges

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT By-law Number 15-14 being a by-law restricting the weight of vehicles passing over bridges be read a First, Second and Third time and finally passed.

Resolution Number: 24

Carried

5. 16-14 Being a by-law to amend Zoning By-law Number 66-01 Being the Zoning By-law for the Township of Wellington North (Part Lot 6, Concession 5, Geographic Township of West Luther, 8754 Sideroad 7 – O'Donnell)

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT By-law Number 16-14 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a First, Second and Third time and finally passed. (Part Lot 6, Concession 5, Geographic Township of West Luther, 8754 Sideroad 7 – O'Donnell)

Resolution Number: 25

Carried

**THE CORPORATION OF THE
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N. OTHER/NEW BUSINESS

1. County of Wellington, Planning and Land Division Committee
Re: Comments for Consent Applications

File No. B7/14, Andrew Hummel

Council supported the application with the following conditions:

- That the Owner satisfy all requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.
- That the Owner receives approval from the applicable road authority for an entrance(s) to the severed parcel in accordance with the Township's entrance policy.
- That the Owner satisfy the requirements in reference to parkland dedication
- That the severed lot must have separate sewer and water connections (hookups) to the proposed semi and that all expenses associated with these hookups are the owners responsibility and is to be approved prior to installation to the satisfaction of the Director of Public Works.

File No. B8/14, 1373580 Ontario Ltd., C/O Andrew Hummel

Council supported the application with the following conditions:

- That the Owner satisfy all requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.

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N. OTHER/NEW BUSINESS

File No. B13/14, Powerline Ridge Farms Inc.

Council supported the application with the following conditions:

- That the Owner satisfy all requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.
- That the Owner receives approval from the applicable road authority for an entrance to the retained parcel in accordance with the Township's entrance policy.
- That the Owner satisfy the requirements in reference to parkland dedication.
- That the retained parcel be rezoned to prohibit new residential dwellings to the satisfaction of the local municipality and County of Wellington Planning and Development Department.

O. ITEMS FOR COUNCIL'S INFORMATION

Cheque Distribution Report dated March 5, 2014

AMO Watch File

- February 13, 2014
- February 20, 2014
- February 27, 2014

Grand River Conservation Authority

- Minutes, General Membership/Election of Officers Meeting, January 24, 2014

Randy Pettapiece, MPP, Perth-Wellington

- News Release, MPPs support Pettapiece motion on municipal liability insurance

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P. NOTICE OF MOTION

Councillor Yake requested that a resolution be brought forth to the next Regular Council Meeting to direct staff to investigate the installing of audible signals.

Q. CULTURAL MOMENT

Wellington North Showcase

5th Annual Business Networking Event & Tradeshow

We have a wide array of business in Wellington North to serve all of our needs. Our community is full of passionate and skilled people that deliver their products and services in a friendly manner.

But how do we know what is available to us in our own community?

Wellington North Showcase creates a platform for business services, retailers and organizations to make the right connections to create local camaraderie that benefit business and the consumer. The Township of Wellington North Business Networking Reception takes place at the **Arthur & Area Community Centre** on **Monday, March 24th from 5pm - 8pm**, where local businesses and community leaders are encouraged to attend this valuable networking opportunity. The **Trade Show** opens the doors to the public on **Tuesday, March 25th from 1:00pm – 8:00pm** and will feature displays and products from local businesses and organizations.

This event is FREE for the public to attend!

Donations to the Community Pantry are accepted at the door.

So, get to know “everyone’s business” in Wellington North by finding a wide array of business and organization eager to serve our communities needs.

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R. ANNOUNCEMENTS

1. Township of Wellington North - News Release - Rural Municipalities Being Ignored?

Councillor Yake asked about the possibility of having a resolution circulated through AMO regarding the Connecting Link funding.

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

Councillor Burke reminded everyone that the Municipal Hockey Tournament will take place on March 22.

Mayor Tout provided a media release announcing the appointment of Paul Dowber as Treasurer for Wellington North, effective March 31.

S. CONFIRMING BY-LAW

Moved by: Councillor Yake
Seconded by: Councillor Lennox

THAT By-law Number 17-14 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on March 10, 2014 be read a First, Second and Third time and finally passed.

Resolution Number: 26

Carried

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T. ADJOURNMENT

Moved by: Councillor Lennox

Seconded by: Councillor Yake

*THAT the Regular Council meeting of March 10, 2014 be adjourned at 8:58
p.m.*

Resolution Number: 27

Carried

CLERK

MAYOR

TOWNSHIP OF WELLINGTON NORTH
Regular Meeting of Council

MOVED BY: _____ DATE: March 24, 2014

SECONDED BY: _____ RES. NO.: _____

THAT the Council of the Corporation of the Township of Wellington North direct staff to investigate the cost of installing audible signals at the following intersections:

- Main Street and Wellington Street, Mount Forest
- Main Street and Queen Street, Mount Forest
- George Street and Charles Street, Arthur
- George Street/Smith Street and Frederick Street, Arthur

AND FURTHER THAT Staff investigate various suppliers and options, MTO guidelines and restrictions, and available funding possibilities.

MAYOR _____

CARRIED

DEFEATED

2013

Smoke-Free Outdoor Spaces

Results from the 2013 Smoke-Free Outdoor Spaces survey
Wellington County

Chronic Disease and Injury Prevention Team
Wellington-Dufferin-Guelph Public Health
9/1/2013

Wellington County

Smoke-Free Outdoor Spaces Survey Results

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Executive Summary

Health authorities, including the World Health Organization, agree that there is no safe level of exposure to second-hand smoke, (SHS) even outdoors.¹ Long term exposure to SHS can have serious negative health consequences including cancer, heart disease and premature death. Across Ontario, many local governments are taking action to protect residents from SHS in outdoor spaces such as playgrounds, sports fields, municipal property and patios. Smoke-free outdoor bylaws also promote positive role modeling to children and youth, protect the environment and reduce litter, and increase motivation for smokers to quit or cut back.

Scientific research in combination with a movement across Ontario to create smoke-free outdoor spaces lead Wellington-Dufferin-Guelph Public Health to conduct a community survey during the summer of 2013 to gauge the level of local support for smoke-free outdoor spaces.

In total, 481 Wellington County residents completed a survey on smoking in outdoor spaces. The majority (79%) of respondents were between the ages of 25 and 64. Of respondents from Wellington County, 12% identified themselves as current smokers which is lower than the proportion of smokers in Wellington County as a whole and Ontario overall, therefore, smokers were somewhat under-represented in the survey results for Wellington County. Nearly half (44%) of respondents were parents with children under the age of 18, and a larger proportion of respondents were women (68%) than men.

Support for a smoke-free policy is particularly high among respondents from Wellington County, with 97% (465 of 480) of respondents supporting at least one of the smoke-free policy options. Support in Wellington County for a smoke-free policy on splash pads and pools, playgrounds, 9 metres from doorways to public places and workplaces, hospital grounds, property surrounding municipally owned buildings (i.e., libraries, municipal offices, and recreation centres) restaurant patios and sports fields is high. Further, the majority of respondents are in favour of a complete smoking ban at parks, bus stops, outdoor ice rinks, outdoor events such as parades, markets, fairs and festivals and in other outdoor recreational areas such as trails and picnic areas.

The main reasons cited in comments by respondents in support of smoke-free outdoor spaces include wanting to protect children from second-hand smoke, being bothered by exposure to second-hand smoke in public spaces and being bothered by litter caused by cigarette butts. Support for smoking bylaws by current smokers was lower in each of the areas surveyed than support from non-smokers. Concerns identified by individuals opposed to a smoke-free outdoor policy were that all people who litter and not just people who litter cigarette butts should be corrected, second-hand smoke is not an issue, infringement of personal rights, that smokers would be too marginalized if they couldn't smoke in these areas and that there are already too many laws.

Of Wellington County respondents, 51% agreed that they would feel comfortable asking someone who was smoking in a restricted area to stop or to move to an unrestricted area, which is consistent with research that shows smoke-free bylaws to be largely self-enforcing. Overall, high public support, strong scientific evidence and success in other municipalities indicate that a smoke-free outdoor spaces bylaw in Wellington County would promote health and positive role modeling, and create a healthier physical and social environment for all residents to enjoy.

The purpose of this report is four-fold:

- 1) To provide Wellington County and municipalities within with evidence about the health effects associated with second-hand smoke outdoors and how to mitigate them;
- 2) To describe local public opinion about a bylaw restricting smoking in outdoor public places from the smoke-free outdoor spaces survey results;
- 3) To provide an overview of municipalities in Ontario with existing smoke-free outdoor spaces bylaws and what they include;
- 4) To make recommendations to council, based on existing literature and public opinion data, on adopting a local smoke-free outdoor spaces by-law.

Background

Tobacco use remains the leading cause of preventable illness and premature death in Ontario, killing about 13,000 Ontarians each year.² A substantial amount of evidence has confirmed that exposure to second-hand smoke (SHS) leads to adverse health effects such as heart disease, lung cancer and respiratory tract infections and premature deaths among exposed children and adults.¹ Health authorities (including the World Health Organization) agree that there is no safe level of exposure to second-hand smoke, even outdoors.

The effort to control second-hand smoke exposure in public places in Ontario began at the municipal level of government; with the first wave of 100% smoke-free indoor bylaws developed and passed by municipalities between 1995 and 1997. Together, the leadership of a few municipalities ultimately led to the development of the Smoke-Free Ontario Act (SFOA) which is considered a major milestone in tobacco control. The SFOA was successfully enacted provincially in 2006 as a result of a public education campaign highlighting the adverse health effects of SHS exposure in enclosed spaces.

The SFOA protects the public from exposure to second-hand smoke primarily in indoor public spaces such as workplaces and restaurants. The SFOA also prohibits smoking on all school and day nursery property (public and private) both indoors and on the grounds. It also prohibits the display of tobacco products at stores and strengthens the laws against sale of tobacco products

to minors in order to reduce tobacco exposure to youth. One year after the implementation of the SFOA, self-reported exposure to second-hand smoke among Ontarians decreased from 22.1% to 8.6% in restaurants illustrating the protective effect that the bylaw had on employees and patrons.³ Although the SFOA protects children by prohibiting smoking outdoors on properties that contain day nurseries, elementary and high schools, it does not apply to other areas like parks and playgrounds that are highly used by children.

In Ontario today many municipalities have created bylaws that go beyond the SFOA to restrict smoking in outdoor spaces. In the WDG region, Orangeville successfully implemented a smoke-free outdoor spaces bylaw in June of 2012 which restricts smoking on municipally owned property, in parks and on trails. Section 115 of the Municipal Act authorizes the council of a local municipality to pass a bylaw to prohibit or regulate the smoking of tobacco in public places and workplaces within the municipality, and section 12 of the SFOA permits municipalities to enact smoking bylaws that are more restrictive than sections 9 and 10 of the Act. As of September 2013, 93 municipalities in Ontario have passed their own legislation to protect residents from SHS outdoors, though the bylaws do vary widely in the degree of protection provided.

Bylaws restricting smoking in outdoor spaces are important because they:

- Promote positive role modeling for children and youth;
- Protect the environment, reduce cigarette litter and fire risk;
- Provide protection to the public from direct exposure to second-hand smoke and;
- Create supportive environments for those who are interested in cutting back or quitting smoking.

Public support for smoke-free outdoor spaces in Ontario is high. A recent survey conducted in 2012 by the Ontario Tobacco Research Unit found that 88% of Ontarians support smoke-free children's playgrounds.⁴ Evidence from other municipalities in Ontario shows that smoke-free outdoor space bylaws tend to be self-enforcing and complaint driven if the bylaw is supported in the community and accompanied by strong public education, appropriate signage and enforcement if necessary. A study conducted by the University of Waterloo in 2012 reviewed 44 communities in Ontario with a smoke-free outdoor spaces bylaw in effect for a minimum of 2 years and found that 95% of municipalities used signage to support awareness of the bylaw; 76% used bylaw enforcement officers (municipal staff) to enforce the bylaw; 57% had issued warnings; and 16% reported issuing tickets with the majority of those issuing 1 or 2 tickets since the bylaw came into effect. The study also found that all municipalities used a "grace period" system and that no municipality reported that they had hired additional enforcement staff as a result of their community's smoke-free bylaw; rather, existing bylaw officers have managed

complaints and non-compliance.⁵ The initial phase of enforcement generally consists of awareness raising and education, and then moves towards warnings and/or charges as appropriate.

Methods

Between May 31 and August 20, 2013 Public Health administered a survey to Wellington, Dufferin and Guelph (WDG) residents (Appendix C). The survey was created using an online questionnaire tool called FluidSurveys and was made available on the Public Health website, via email (providing a link to the survey), over the phone, by scanning the QR code, in-person at local outdoor events or by picking up a paper copy at a Public Health office.

In Wellington County, the survey was promoted by social media (Facebook, Twitter), through community partners and stakeholders (libraries, OPP, local fire departments, Wellington Chamber of Commerce, Arthur Chamber of Commerce, Fergus and Elora BIAs, municipal websites, family health teams, medical centres, churches, arenas, community centres, Early Years Centres, Upper Grand District School Board, Humane Society, soccer clubs, sports clubs, local businesses, etc.), and by sending a letter to the Wellington County Warden and Council, as well as each of the local Mayors and Council members.

The survey was also promoted through paid media in the Wellington Advertiser and earned media in the Guelph Mercury, Guelph Tribune, Wellington Advertiser and CBC Waterloo, as well as through posters, postcards and in-person at local events and festivals such as the Puslinch minor soccer tournament, Fergus Relay for Life, Food Festival, Arthur Art in the Street, Elora Art in the Yard, Mt. Forest Fireworks Festival and local farmers markets. Additionally, local youth were involved throughout the entire project to help with community engagement, conducting surveys and educating younger children about tobacco and smoke-free outdoor spaces.

The quantitative data collected through the survey was analyzed using Microsoft Excel and PowerPivot. NVivo software was used to analyze the qualitative data additional comments provided by respondents in an open ended text box on the survey. A sample size calculator was used to determine the sample sizes (i.e., number of responders) required in order for the survey results to accurately reflect the populations in the respective communities.

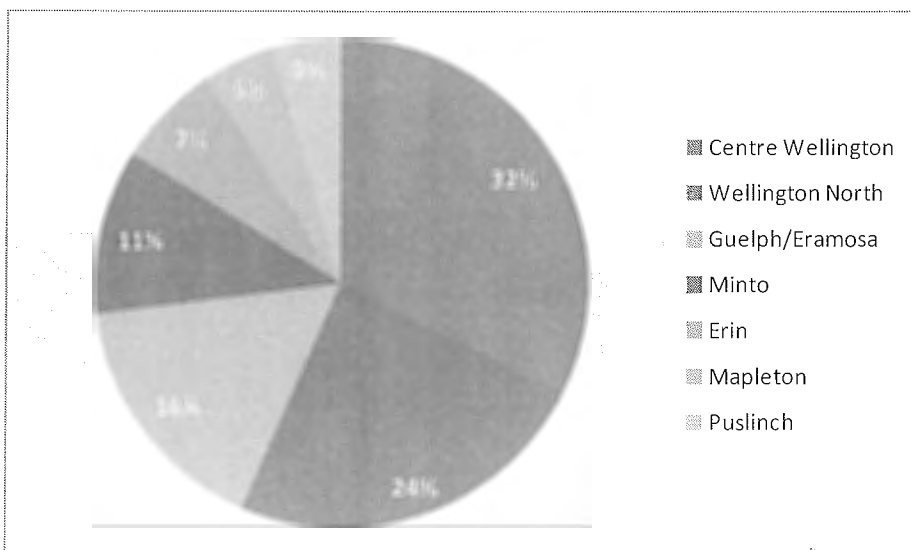
Results

See Appendix B for a 1 page summary of survey results.

Demographics

In total, 481 Wellington County residents completed the survey, well exceeding the minimum sample of 384 required. Survey respondents from Wellington County ranged in age from under 17 to over 65; however, the majority of respondents were between the ages of 25 and 64 (79%). A much higher proportion of survey respondents were female (68%). Among survey respondents from Wellington, 44% identified themselves as parents of children under 18 years old. Finally, 12% of respondents from Wellington County identified themselves as current smokers which is lower than the Ontario rate of 18%.⁴

Figure 1 Breakdown of Wellington County respondents by municipality



Health Beliefs

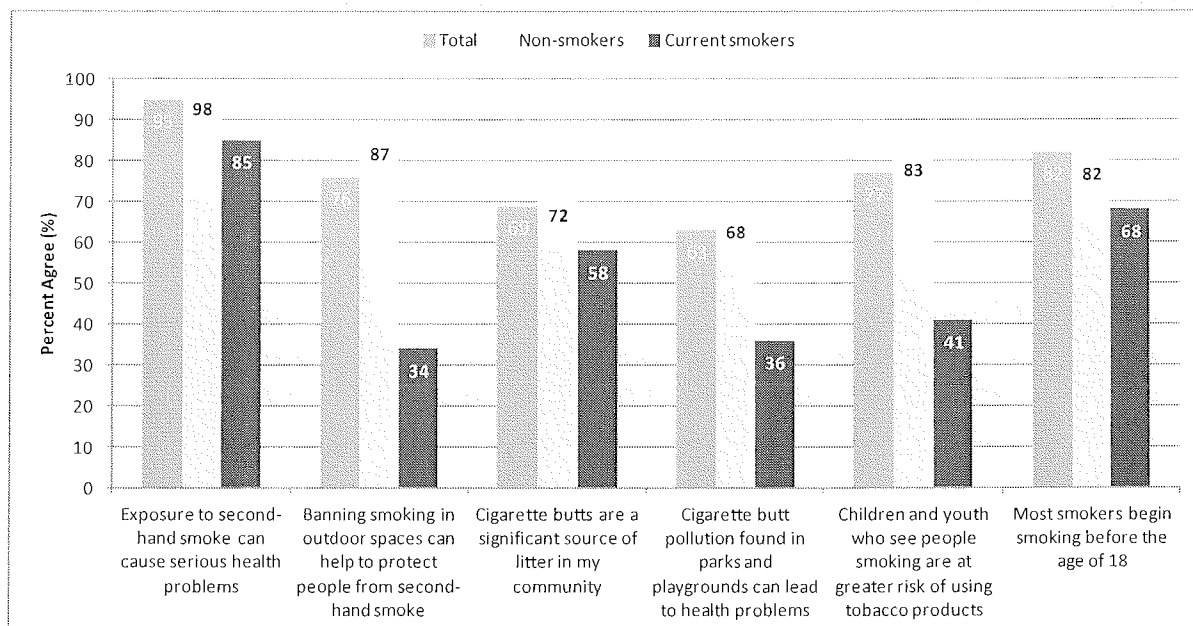
Survey respondents were asked whether they agree, disagree or are undecided about six health statements. Responses from the Wellington County respondents are summarized in Table 1.

Table 1 Percent agreement for the health belief statements among Wellington County respondents

Health Perception Statements	Percent Agreement
Exposure to second-hand smoke can cause serious health problems	95%
Banning smoking in outdoor spaces can help to protect people from second-hand smoke	76%
Cigarette butts are a significant source of litter in my community	69%
Cigarette butt pollution found in parks and playgrounds can lead to health problems	63%
Children and youth who see people smoking are at greater risk of using tobacco products	77%
Most smokers begin smoking before the age of 18	82%

Smoking status contributed to significant differences in participants' attitudes/opinions about smoking in outdoor spaces. Therefore, Figure 2 displays agreement with the health perception statements stratified based on smoking status.

Figure 2 Agreement with health belief statement among Wellington County respondents stratified by smoking status



Support for 100% Smoke-Free Policies

Survey participants were also asked about whether or not they supported a number of different policy options for restricting smoking outdoors. Support for some form of outdoor smoking restriction in Wellington County was very high, with 97% of respondents supporting at least one of the smoke-free policy options. Overall, the results of the survey show a high level of support for smoke-free outdoor spaces in Wellington County compared to Ontario. For example, 76% of Wellington County residents support a ban on smoking on restaurant patios and 63% support a smoking ban on bar patios, compared to 57% of Ontarians. In the general population of Ontario, support for smoke-free parks is 55% whereas in Wellington County 68% of total respondents support smoke-free parks.⁴ Generally, support for smoke-free outdoor spaces was higher among non-smokers and parents than smokers and non-parents. Support from Wellington residents for each of the 13 smoke-free outdoor space policy options is shown in Appendix A, which also displays the differing levels of support based on smoking status.

Among respondents from Wellington County, support for smoke-free outdoor pools and splash pads had the highest level of support (92%), followed by support for smoke-free playgrounds (90%), 9 metres from doorways (83%), hospital grounds (83%), municipal property (78%), restaurant patios (76%), sports fields (75%), bus stops (73%), outdoor ice rinks (69%), parks (68%), outdoor special events (66%), other outdoor recreational areas (65%) and bar patios (63%).

Support among non-smokers was higher in all cases ranging from 94% support for splash pads, outdoor pools and playgrounds to 74% for bar patios. On average, support from non-smokers, who form the majority of the population (82%) was 44% higher than support from current smokers who form the minority of the population (18%). Support from current smokers ranged from 83% support for smoke-free splash pads and outdoor pools to 12% for smoke-free bar patios.

Among respondents from Wellington County, 51% agreed (39% disagreed, 10% preferred not to answer) to the final question asking whether they “would feel comfortable asking someone who was smoking in a restricted area to stop smoking or to move to an unrestricted area.” This suggests that a bylaw with appropriate signage would:

1. Support the residents who do not feel comfortable addressing this issue on their own (39% of Wellington residents);
2. Support residents who are willing to ask someone who is smoking in a restricted area to stop or move (51% of Wellington residents) by making reference to a law and signage and;

3. Be largely self-enforcing since 1 in 2 people are willing self-enforce the bylaw.

These results are consistent with research and experiences in other municipalities that show that smoke-free outdoor spaces bylaws tend to be mostly self-enforcing, requiring no additional enforcement staff.

Qualitative Statements

Of the 481 survey respondents from Wellington County, 108 (22%) provided a comment in the open-ended comment box. By far, the main theme identified from respondents supportive of creating a smoke-free outdoor space bylaw was protection of children from second-hand smoke. The second most common theme cited by this group was about being bothered by exposure to second-hand smoke in public spaces. Other themes identified by this group were being bothered by litter caused by cigarette butts, wanting to include apartments and other multi-unit dwellings (which was not listed on the survey) in the bylaw, having health issues aggravated by second-hand smoke exposure when they go out in public and feeling excluded from patios, outdoor events and recreation due to fear of second-hand smoke exposure.

Others who left comments were not in favour of any type of smoke-free outdoor spaces bylaw. By far the main theme cited by this group was that the bylaw would be an infringement on personal rights and freedoms. Other themes identified were that all people who litter and not just people who litter cigarette butts should be corrected; that second-hand smoke is not an issue; infringement of personal rights; that all air pollution should be regulated not just tobacco smoke; that smokers would be too marginalized; that there are already too many laws; and that partial bans or designated smoking areas would be better than 100% smoke-free areas.

The remaining comments were neither for nor against a bylaw. Many of these neutral comments were from people who classified themselves as respectful smokers who were upset by other smokers that litter and smoke in areas that bother other people giving the smoking population overall a bad reputation. Other general comments were primarily themed about concern for how the bylaw could be enforced, that good signage would be important and stories about personal experiences.

Recommendations

1. Taking into account high local public support, health evidence associated with the effects of SHS and the success of smoke-free outdoor spaces bylaws in other Ontario municipalities, Public Health recommends the development of a comprehensive smoke-free outdoor spaces bylaw throughout Wellington County. Public Health recommends that Wellington County create a bylaw to prohibit outdoor smoking on all municipally owned properties including parks, playgrounds, sports fields, splash pads and bus

shelters, as well as on restaurant patios and 9m from doorways to public places and workplaces.

2. Public Health recommends that the bylaw consists of a complete smoking ban in these outdoor locations rather than a partial ban. A blanket ban that does not make exceptions more closely aligns with what more than 90 other municipalities have done across the province and is considered best practice. A complete ban is more effective, easier to communicate and easier to enforce.
3. Public Health recommends that the bylaw includes a system or process for event organizers and private businesses to apply for or create smoke-free events and properties. This could include festivals, fairs, fundraising events and sporting events.
4. Public Health recommends that public education rather than enforcement is used to implement the bylaw. A strong public educational component has been demonstrated to be more effective in garnering public support and ensuring compliance.
5. Public Health recommends that positive messaging rather than anti-smoking messaging is used in a public education campaign to accompany the bylaw. A focus on the healthy and constructive benefits of a complete ban rather than the negative aspects of smoking is important as the issue of SHS is controversial and continues to polarize as seen in the survey comments. A campaign emphasizing resident's reasons for supporting the bylaw, as listed in the qualitative section would help to keep the message positive and encouraging.
6. Public Health recommends that appropriate signage be used to indicate smoke-free outdoor areas outlined by the bylaw. Proper signage increases public awareness of and compliance with outdoor smoking restrictions.

Conclusion

Wellington-Dufferin-Guelph Public Health can support the Wellington County to move forward on these recommendations in a number of ways. These include, but are not limited to consultations with staff, providing additional required evidence, delivering presentations to council, drafting a bylaw, supporting an educational campaign to implement the bylaw, creating an enforcement plan, and training enforcement officers.

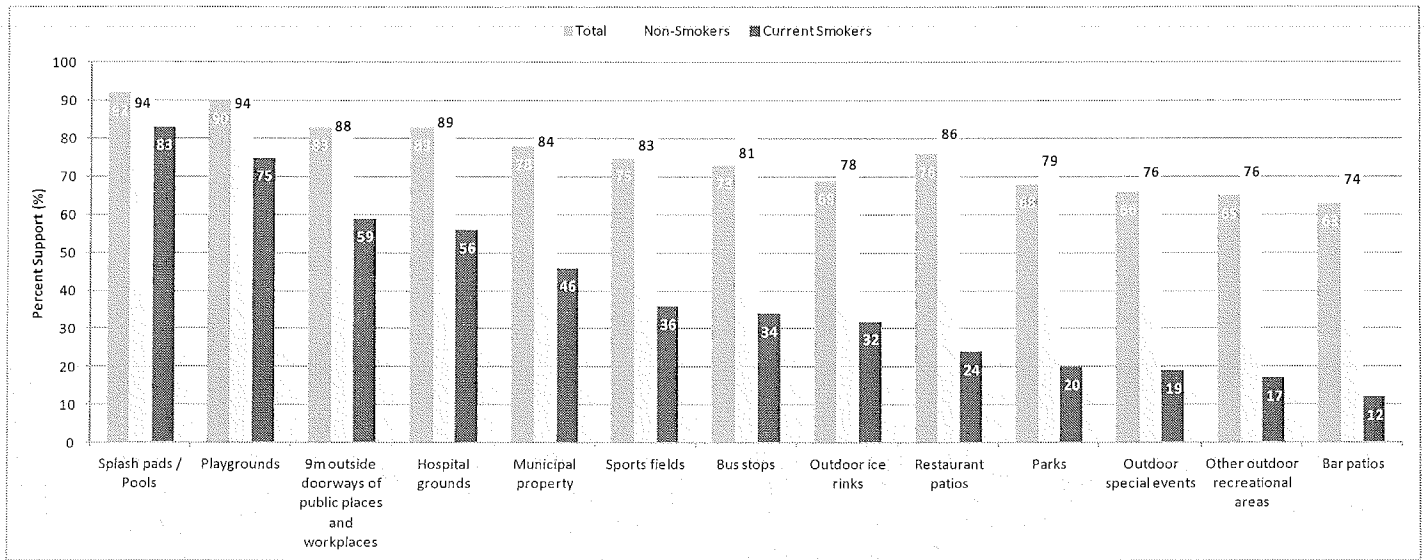
Support for smoke-free outdoor spaces in the Wellington County is high with 97% of the 481 survey respondents supporting 1 or more smoke-free outdoor spaces policies. This high level of public support combined with the positive experiences from other Ontario municipalities that have already implemented comprehensive smoke-free outdoor spaces bylaws is a good indication that a smoke-free outdoor spaces bylaw in Wellington County would be effective and supported by the community.

References

- ¹ World Health Organization. (2003). Framework Convention on Tobacco Control. Geneva, Switzerland.
- ² Rehm J, Baliunas D, Brochu S, Fischer B, Gnam W, Patra J et al. (2006). *The costs of substance abuse in Canada 2002*. Canadian Centre on Substance Abuse. Ottawa, Canada.
- ³ Dubray, J., Schwartz, R. (May 2010). *Formative Evaluation of the Smoke-Free Ontario Act: Comprehensive Report*. Ontario Tobacco Research Unit, Special Report Series. Toronto, ON.
- ⁴ Ontario Tobacco Research Unit. (November 2012). *Smoke-Free Ontario Strategy Evaluation Report (Special Report)*. Toronto, Ontario: Tobacco Research Unit.
- ⁵ Kennedy, R.R., Zummach, D., Filsinger, S., Leatherdale, S.T. (March 2013) *Reported Municipal Costs from Outdoor Smoke-free bylaws – the Ontario Experience*. Society for Research in Nicotine and Tobacco 2013 International Meeting. Boston, MA, USA.

APPENDIX A

Support for 100% smoke-free policy among Wellington County respondents stratified by smoking status

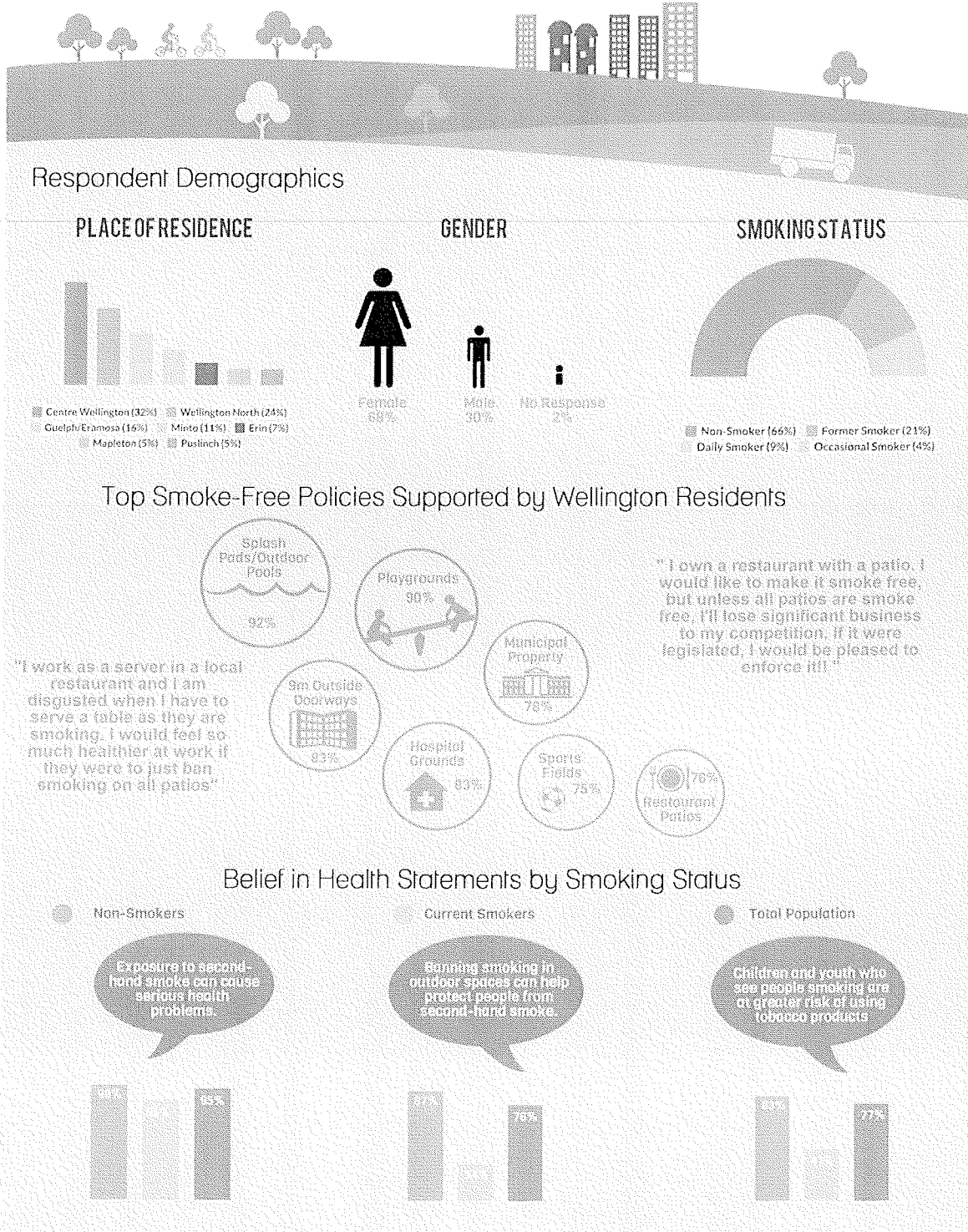


APPENDIX B

Key Survey Findings

Smoke-Free Outdoor Spaces

Survey Results from Wellington County



APPENDIX C

Smoking in Outdoor Spaces Survey

Smoking in Outdoor Spaces important survey information: Purpose: The purpose of this survey is to collect feedback from residents of Wellington, Dufferin and Guelph about smoking in outdoor public spaces. Your responses are important and will help to shape policy recommendations that will be made to the each of the municipalities in WDG. What does participation involve? This survey should take about 5 minutes to complete. You should not feel obligated to answer any questions that make you feel uncomfortable. You may withdraw from the survey at any time without consequence. Risks: There are no known risks associated with this survey and your anonymity will be secured. All responses will be kept confidential. If you choose not to participate in this project, there will be no adverse consequences. The results of this survey will be published in a written report. If you are interested in receiving a copy of the study findings or have any questions regarding the survey, you can contact Laura Campbell at laura.campbell@wdgpublichealth.ca or (519) 846-2715 ex. 3711. Incentive: At the end of the survey you will be asked if you would like to have a chance to win a prize. If you respond "yes" to this question, you will be asked to provide personal contact information. Your contact information will never be connected with your survey responses.

By selecting "I agree to participate" below you confirm that you:

1. Understand what is required based on reading the information above
2. Understand that your participation is voluntary and you are free to withdraw at any time
3. Understand that your responses will be kept confidential.

- I agree to participate
- I do not agree to participate

The information on this form is collected under the authority of the Health Protection and Promotion Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act. This information will be used for the delivery of public health programs and services; the administration of the agency; and the maintenance of healthcare databases, registries and related research, in compliance with legal and regulatory requirements. Any questions about the collection of this information should be addressed to the Chief Privacy Officer at 1-800-265-7293 ext 2975.

Where do you live?

- Amaranth
- Centre Wellington
- City of Guelph
- East Garafraxa
- East Luther Grand Valley
- Erin
- Guelph/Eramosa
- Mapleton
- Melancthon
- Minto
- Mono
- Mulmur
- Orangeville
- Puslinch
- Shelburne
- Wellington North
- Prefer not to answer
- Other, please specify... _____

What is your age?

- 17 or under
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65 or older
- Prefer not to answer

What is your gender?

- Female

- Male
- Prefer not to answer
- Other _____

Are you a parent or guardian of a child under 18 years of age?

- Yes
- No
- Prefer not to answer

Do you smoke cigarettes and/or other lit tobacco products (e.g. cigars)?

- No
- No, but I used to
- Yes, occasionally (smoked in the last 30 days but not every day)
- Yes, daily
- Prefer not to answer

Do you agree or disagree with the following statements?

	Agree	Disagree	Undecided	Prefer not to answer
Exposure to second-hand smoke can cause serious health problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banning smoking in outdoor spaces can help to protect people from second-hand smoke	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cigarette butts are a significant source of litter in my community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cigarette butt pollution found in parks and playgrounds can lead to health problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Children and youth who see people smoking are at greater risk of using tobacco products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Most smokers begin smoking before the age of 18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you support or oppose a 100% smoking ban in the following outdoor spaces:

	Support	Oppose	Neither support or oppose	Prefer not to answer
Parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Playgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor sports fields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other outdoor recreational areas (e.g. trails, picnic areas)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Splash pads or outdoor pools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor special events (e.g. festivals, markets, fairs)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Municipal properties (e.g. library, recreation centre, municipal office (outside the building))	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 m outside of doorways to public places and workplaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor ice rinks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus stops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hospital grounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restaurant patios	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bar patios	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provincial parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please indicate your level of agreement with the following statement:

	Agree	Disagree	Undecided	Prefer not to answer
I would feel comfortable asking someone who was smoking in a restricted area to stop smoking or to move to an unrestricted area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please feel free to add any additional comments

Thank you for completing this survey about smoking in outdoor spaces in Wellington, Dufferin, and Guelph. Please click submit to complete the survey.



March 13, 2014

Cathy Conrad Executive Assistant the CAO
The Township of Wellington North
7490 Sideroad 7 West
PO Box 125
Kenilworth ON N0G 2E0

Dear Cathy:

We would like to send a delegation to address the Council on March 24.

Our purpose is to provide an update regarding the Redevelopment at Louise Marshall Hospital in Mount Forest.

Thank you for kindly adding our delegation to this meeting.

Sincerely,

Dr. Robert McFarlane
Campaign Chair

 *Always Here
for You*
OUR HOSPITAL CAMPAIGN



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 24, 2014**

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

**SUBJECT: 2013 Annual Report for the Arthur WWTP and
2013 Annual Report for the Mt. Forest WWTP**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North accept and approve the following Annual 2013 Wastewater Treatment Reports received from both the Ontario Clean Water Agency and the Director of Public Works.

2013 Annual Report for the Arthur WWTP and
2013 Annual Report for the Mt. Forest WWTP

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

PREVIOUS REPORTS PERTINENT TO THIS MATTER

2012 Annual Report for the Arthur WWTP and
2012 Annual Report for the Mt. Forest WWTP

BACKGROUND

The above mentioned reports are to be submitted annually to the Owners of the Waste Water Treatment Plants. Council is to acknowledge acceptance and approve them for forwarding onto the MOE office.

The Arthur WWTP report indicates that all operating requirements have been met, all effluent discharged and loading limits for the year met compliance. The sludge produced continued to meet the guidelines for agricultural application. The flows for the Arthur plant were exceeded 10 months out of the 12 mainly due to heavy rainfall events and snow melt, resulting in infiltration into the collection system. There were 3 bypass events; 2 due to rain fall and one due to equipment failure, all were reported as required. The average daily flow for Arthur was 1922m³/day which is 131.2% of the design capacity.

The Mt Forest WWTP report indicates that all operating requirements have been met, all effluent discharged and loading limits for the year met compliance. The sludge produced continued to meet the guidelines for agricultural application. The average daily flow was 2,235m³/day which is 79.3% of the design flow. There were no by-pass events in Mt Forest. All regular and preventative maintenance was completed on both facilities.

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

PREPARED BY:

RECOMMENDED BY:

**DEB ZEHR
DIRECTOR OF PUBLIC WORKS**


**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

78 Centennial Rd., Unit 6
Orangeville, Ontario
Canada L9W 1P9

TEL: 519 941 1938
FAX: 519 941 1794
www.ocwa.com

March 7, 2014

Ms. Debbie Zehr
Director of Public Works
Township of Wellington North
7490 Sideroad 7 West
Kenilworth, ON
N0G 2E0

Dear Ms. Zehr:

**Re: 2013 Annual Performance Report for the Arthur Communal Sewage
Collection and Treatment Facility**

Attached is the 2013 Performance Report for the **Arthur Communal Sewage Collection and Treatment Facility** located in the Village of Arthur. This report has been completed in accordance with Certificate of Approval #3-1256-88-908 Condition 18; dated August 9, 1990 issued to the Township of Wellington North.

This report was prepared by the Ontario Clean Water Agency on behalf of the Town Wellington North based on the information we have in our records. The report covers the period from January 1, 2013 to December 31, 2013.

If you have any questions regarding the attached report please do not hesitate to contact me at (519) 941-1938.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Laliberte".

Richard Laliberte
Senior Operations Manager
Ontario Clean Water Agency
West Highlands Hub

RL/lb



**Ontario Clean Water Agency
Agence Ontarienne Des Eaux**

Annual Report

for the

Arthur Water Pollution Control Plant

Certificate of Approval No. **3-1256-88-908**

for the year

2013

prepared for the Township of Wellington North

by the Ontario Clean Water Agency

**2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908**

**Operated by the Ontario Clean Water Agency (OCWA)
under contract to the Township of Wellington North
for the year 2013**

Section 1 - Introduction:

The Ontario Clean Water Agency is pleased to provide the Ministry of the Environment (MOE) with the 2013 Annual Report for the Arthur Water Pollution Control Plant.

This report is designed to inform the MOE of the quality of effluent being discharged from this plant. The entire treatment process at the Arthur Water Pollution Control Plant can best be described as a "transformation".

A transformation from a harmful wastewater into two useful end products:

- a) A disinfected treated effluent
- b) An agricultural liquid fertilizer

Inquiries regarding this report can be directed to Richard Laliberte', Senior Operations Manager at the Ontario Clean Water Agency office located at 78 Centennial Rd., Unit 6 in Orangeville, Ontario (Tel. (519) 941-1938, Fax (519) 941-1794, email: rlaliberte@ocwa.com).

Section 2 - Project Description:

The Arthur Water Pollution Control Plant began operating in its present configuration in January 1991.

The plant is an extended aeration facility, with grit channels and parshall flume, comminutor and two aeration tanks. Phosphorus removal by continuous alum feed, one final clarifier and effluent filter system for tertiary treatment. Ultraviolet radiation is used for disinfection of final effluent. Three former waste stabilization lagoons have been modified to act as effluent holding ponds. Discharge is withheld from the receiving water (Conestoga River) during summer months due to low flow conditions, thus plant effluent is discharged to the holding ponds during this time.

The facility receives residential, commercial and industrial wastewater and provides a level of treatment to meet the "Certificate of Approval" issued to the plant for discharging into the Conestoga River.

**2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908**

As outlined in the Certificate of Approval No. 3-1256-88-908 under Terms and Conditions:

13. (3) *The effluent from the plant is to be discharged as follows unless otherwise approved in writing the District Officer.*

- a) *From May 1 to September 15 the effluent from the plant should be transmitted to the holding ponds for storage.*
- b) *From September 16 to April 30, the effluent from the plant may be discharged directly to Conestoga River provided that there is adequate flow in the river.*
- c) *From September 16 to April 30, effluent stored in the holding pond may be transmitted to the plant, filtered and then discharged to the river provided that there is adequate flow in the river.*
- d) *Effluent from the holding pond may be discharged to Conestoga River during emergencies provided that prior written authorization has been obtained from the District Officer.*

A gauging station near the outfall of the plant is used to monitor and record the flow in the Conestoga River. Charting the depth of flow in the river against the "Theoretical Rating Curve" at this location will provide us with the river flowrate. Monthly Arthur WPCP Discharge Curves are used along with this river flowrate and Total Ammonium Nitrogen in the effluent to find the allowable daily effluent discharge rate.

Sludge is digested aerobically. The six storage tanks/digesters provide a maximum of 18 to 20 weeks storage (this includes primary and secondary digester capacity). Sludge loading facilities provide for transfer of digested aerobic sludge to trucks. Digested sludge is land-applied as farm fertilizer.

A "Process Flow Schematic" is included in Appendix D of this report.

**2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908**

Section 3 - Plant Facts:

Facilities ➤	Extended aeration activated sludge STP
Design Capacity ➤	1,465 m ³ /day
Average Daily Flow (2013) ➤	1,922 m ³ /day
Receiving Water ➤	Conestoga River
Service Population ➤	2,500 people approximately
Certificates of Approval ➤	3-1256-88-908
Plant Classification ➤	WWT-III

Effluent Requirements ➤

Parameter	Average Annual Concentration mg/L	Average Monthly Concentration mg/L	Average Annual Loadings kg/day
BOD ₅	10	15	14.65
Suspended Solids	10	15	14.65
Total Phosphorus	1	1	1.47
Total Ammonium Nitrogen	1.5	2.3	2.20

As outlined in the Certificate of Approval No. 3-1256-88-908 under Terms and Conditions:

"13. (2) The average geometric mean density of fecal coliforms in the effluent shall not exceed 200 per 100 mL."

Any exceedance of the above parameters constitutes non-compliance with this certificate.

Sampling Requirements ➤

Final effluent: grab samples from the plant and the pond shall be collected at least once a week during the period when the effluent is being discharged to the Conestoga River, and at least once a month during the period when the effluent is being transferred to the holding ponds. In addition, a 24 hour composite sample of the plant effluent shall also be collected every six months. All the effluent samples shall be analyzed for at least the following parameters: pH, Temperature, DO, BOD₅, Suspended Solids, Total Ammonium Nitrogen, Total Kjeldhal Nitrogen, Nitrate, Nitrite, Total Phosphorus and Hydrogen Sulphide (when odour present).

**2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908**

Raw sewage: a 24 hour composite sample of the raw sewage shall be collected at least every month and analyzed for at least the following parameters: BOD₅, Suspended Solids, Total Kjeldhal Nitrogen and Total Phosphorus.

Aerobic sludge: a grab sample is collected monthly during the non-spreading season and collected twice a month during the spreading season and tested for total solids, nitrite, nitrate, total phosphorus, total ammonia nitrogen, pH and metals.

Section 4 - Sampling Procedures:

Final effluent is sampled weekly during the period when the effluent is being discharged to the Conestoga River and tested for BOD₅, Suspended Solids, Total Ammonium Nitrogen, Total Kjeldhal Nitrogen, Nitrate, Nitrite, pH, Alkalinity and Total Phosphorus. These are also collected using an automatic composite sampler (over a twenty-four hour period). A grab sample of final effluent is collected weekly during the period when the effluent is being discharged to the Conestoga River and is tested for E.coli. In addition to this, weekly grab samples of final effluent are also tested in house for pH, Temperature, and DO.

During the non-discharge period when the effluent is directed to the lagoons, the secondary effluent is sampled for BOD₅, Suspended Solids, Total Ammonium Nitrogen, Total Kjeldhal Nitrogen, Nitrate, Nitrite, pH, Alkalinity and Total Phosphorus.

Raw sewage is sampled monthly during the discharge period and tested for BOD₅, Suspended Solids, Total Kjeldahl Nitrogen, Total Phosphorus, Alkalinity and pH. Samples are collected using an automatic composite sampler (over a twenty-four hour period). Raw sewage is only sampled monthly during the non-discharge period.

Daily samples of the treatment process are also tested in house for process control.

Aerobic sludge is collected and tested as per the sampling requirements.

Section 5 - Summary of Report:

In 2013, the Arthur Water Pollution Control Plant provided effective wastewater treatment, producing effluent with removal rates for BOD₅, SS, TKN and Total Phosphorus all at 97.2% or better.

This facility was in compliance with all the effluent concentration and loading limits for the year 2013.

2013 Annual Report for the Arthur Water Pollution Control Plant Certificate of Approval No. 3-1256-88-908

The bacteriological quality of the effluent complied with the certificate of approval annual geometric mean density of <200 organisms per 100 ml sample for 2013. The annual geometric mean density of organisms for 2013 was 6.1 organisms per 100 ml sample, indicating effective effluent disinfection. Aerobic sludge produced at the facility continued to meet all the Guidelines established for agricultural utilization. Eden Environmental Services Limited of Kenilworth are contracted to haul and spread sludge from the Arthur WPCP. In 2013, all the sludge from the Arthur Plant was land applied in Centre Wellington Township, Wellington County.

Section 6 - Compliance With Provincial Regulations:

OCWA operates this sewage system in accordance with provincial regulations, by:

- The use of Accredited Labs: Analytical tests to monitor the effluent quality are conducted by a laboratory audited by the Canadian Association for Environmental Analytical Laboratories (CAEAL) 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 2013, all chemical sample analyses were conducted by SGS Lakefield Research Limited.
- Operation by Licensed Operators: This sewage system is operated and maintained by the Ontario Clean Water Agency's licensed staff. 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. Licensing means that an individual meets the education and experience requirements and has successfully passed the certification exam.

The following are certified operators who operated this facility during 2013 with current certified classification, certificate numbers and certificate expiry dates (TABLE 1):

TABLE 1

Operator	Level	Certificate #	Expiry Date
Dwight Hallahan	WWT 2	#15499	Apr 30/16
	WWC 1	#16002	Oct 31/16
Steve Miller	WWT 4	#15422	Feb 28/15
	WWC 2	#17899	Mar 31/15
Dan Yake	WWT 2	#57390	July 31/16
	WWC 1	#69121	Jan 31/17
John Romano	WWT 4	#11455	Nov 30/14
	WWC 4	#57092	Nov 30/14
Perry Canning	WWT OIT	#OT75485	Apr 30/15
	WWC OIT	#OT75489	Apr 30/15

**2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908**

Section 7 - System Information:

Facility Name:	Arthur Water Pollution Control Plant	Client Services: Phone Number	Ted Smider (705) 523-0528
Receiving Water Disinfection Method	Conestoga River Ultraviolet Radiation	E-mail Address	tsmider@ocwa.com
Municipal Location	Village of Arthur	Senior Operations Manager Phone Number	Richard Laliberte' (519) 941-1938
Service Population	2,500 people approx.	E-mail Address	rlaliberte@ocwa.com

Section 8 - Flows:

The total flow treated in 2013 was 701,468 m³. The annual average daily flow of 1,922 m³/day was 131.2% of the design capacity. The maximum peak flow of 7,543 m³/day occurred on March 11, 2013 and represents a peaking factor of 5.1 times design flow.

The monthly average daily design flow was exceeded in January, February, March, April, May, June, September, October, November and December 2013. This was due to heavy rainfall events and snow melt resulting in the infiltration of water into the collection system.

A total volume of 714,367 m³ was discharged during the discharge period.

Section 9 - Raw Sewage Quality:

The annual average raw sewage BOD₅ concentration to the plant was 147.67 mg/L. This corresponds to an average BOD₅ loading of 284 kg/day. The annual average raw sewage suspended solids (SS) concentration to the plant was 115.42 mg/L. This corresponds to an average SS loading of 222 kg/day. The annual average raw sewage nitrogen concentration (as represented by TKN) to the plant was 35.21 mg/L. This corresponds to an average TKN loading of 68 kg/day. The annual average raw sewage Total Phosphorus concentration to the plant was 4.06 mg/L. This corresponds to an average Total Phosphorus loading of 7.8 kg/day.

Section 10 - Plant Performance & Effluent Quality:

Detailed analytical results from SGS Lakefield Research Limited are available at the Orangeville Hub Office on request.

Removal rates for BOD₅, SS, TKN and Total Phosphorus were all 97.2% or better for 2013.

2013 Annual Report for the Arthur Water Pollution Control Plant Certificate of Approval No. 3-1256-88-908

The annual average effluent BOD₅ concentration was 2.429 mg/l with a removal efficiency of 98.5%. The annual average effluent SS concentration was 4.264 mg/l with a removal efficiency of 99.0%. The annual average effluent Total Kjeldahl Nitrogen (TKN) concentration was 0.898 mg/l with a removal efficiency of 97.4%. The annual average effluent Total Phosphorus concentration was 0.286 mg/l with a removal efficiency of 97.2%. The annual average effluent concentration for Ammonia-Nitrogen was 0.195 mg/l.

The bacteriological quality of the effluent complied with the certificate of approval annual geometric mean density of <200 organisms per 100 ml sample for 2013. The annual geometric mean density of organisms for 2013 was 6.1 organisms per 100 ml sample, indicating effective effluent disinfection.

No final effluent data is reported from May to September, because all plant effluent was diverted to the lagoons during this period; there was no effluent discharge to the river. For compliance purposes, annual average concentrations are based only on data from the seven months of river discharge. Raw sewage flows for the entire year are used to assess capacity. During the winter discharge period, stream flow in the river is noted daily, and plant discharge to the river is adjusted accordingly.

According to the Certificate of Approval discharge to the Conestoga River may begin on September 16 provided that there is adequate flow in the river.

Section 11 - Sludge Management

Sludge produced at the Arthur WPCP in 2013 was land-applied in accordance with the Ontario Guidelines for Sewage Sludge Utilization on Agricultural Lands and met all guidelines for land application and quality criteria.

Grab samples of digested (aerobic) sludge are collected as the sludge truck is being filled. In 2013 sludge sample analyses was carried out by SGS Lakefield Research Limited. A summary of sludge sample results is provided in Appendix A of this report.

Eden Environmental Services Ltd. was contracted to haul and spread sludge from the Arthur plant in 2013. (Certificate of Approval - Waste Management System #9566-6HYKC3)

The following certified sites were utilized in 2013:

- NASM Plan #21482
- NASM Plan #21028 - Oscar JB Martin

In addition, Eden Environmental hauled 74.46 m³ to Lystek International. Lystek International Inc. is an organic materials recovery firm. The company is based out of Dundalk and was

**2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908**

founded in 2000 at the University of Waterloo to help municipalities and others reduce waste, costs, odours and greenhouse gas emissions through an innovative approach to biosolids and organics management. Lystek transforms non-hazardous, organic material into nutrient rich "market ready" fertilizer products.

A total volume of 1534.71 m³ of sludge was applied to the above fields and hauled to Listek International in 2013. The Certificate of Approval for the Mount Forest Sludge Storage Facility # 7965-5EKNUW allows storage of sludge from the Arthur sewage treatment plant. A total volume of 0 m³ was hauled to the Mount Forest Sludge Storage Facility in 2013.

Monthly haulage volumes from the plant were as follows:

Month	Cubic metres	Month	Cubic metres
January	0	July	0
February	0	August	748.28
March	0	September	0
April	0	October	0
May	711.97	November	0
June	0	December	74.46

Section 12 - Bypassing and Abnormal Conditions:

There were three (3) bypasses at the Arthur Water Pollution Control Plant during the 2013 reporting period.

Section 13 - Calibration Activities and Maintenance items:

Regular-scheduled preventive maintenance was assigned and monitored using the OCWA Preventative Maintenance Program software.

Hollen Controls Limited was contracted to calibrate all flow measuring equipment in September 4, 2013. A copy of this calibration report for the effluent flow meter can be found in Appendix C of this report.

Section 14 - Inspection of the Facility by the Ministry of the Environment:

There was no MOE inspection in 2013.

**2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908**

Section 15 – Operational Objectives:

The Arthur Water Pollution Control Plant continues to provide excellent wastewater treatment. The OCWA Operators of this facility will continue to use their expertise in order to meet our objective of no exceedances of effluent parameter concentrations.

Section 16 – Appendix

- The Annual Summary for 2013 –Appendix A
 - Flows and Average Daily Flow (ADF) 2013
 - Annual Average Raw Sewage and Effluent Data 2013
 - Percent Removal 2013
 - Sludge Removal 2013
 - Chemicals Used 2013
 - Sludge Quality Data 2013
 - Sludge Haulage By Site 2013
- Calibration Report 2013– Appendix B
- River Levels/Total Ammonium Results/Discharge Flows 2013 – Appendix C
- Process Flow Schematic 2013– Appendix D
- Record of Bypassing 2013 – Appendix E

2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908

Appendix A
Annual Summary for 2013

ARTHUR WATER POLLUTION CONTROL PLANT

ANNUAL SUMMARY FOR 2013

FLOW

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL	Rated Capacity	Total Average Maximum
Total	1000m3	72.034	59.637	83.758	87.347	46.532	50.287	37.453	40.479	45.156	65.246	64.806	48.733	701.468		
Avg day flow	1000m3/d	2.324	2.130	2.702	2.912	1.501	1.676	1.208	1.306	1.505	2.105	2.160	1.572	1.922	1.465	
Max day flow	1000m3/d	4.570	3.315	7.543	5.467	3.517	4.129	2.210	2.274	4.748	3.983	4.341	2.670	7.543		

BYPASS

Pumping Station Volume	m3	0	0	0	0	0	0	0	24.5	36.7	0	0	0	61.2	Total
Time	hrs.	0	0	0	0	0	0	0	3.4	5.1	0	0	0	8.5	Total
Partial Tertiary Volume	m3	0	0	0	0	0	0	0	0	0	0.5	0	0	0.5	Total
Time	hrs.	0	0	0	0	0	0	0	0	0	0	0	0	0	Total

RAW SEWAGE

AVERAGE

BOD	mg/l	133	201	167	71	137	194	184	217	143	86	123	116	148
TSS	mg/l	185	88	76	80	183	97	64	134	117	64	192	105	115
TKN	mg/L	69.6	40.7	42.2	18	34.3	37.1	21.1	41.8	45.3	22.6	19.7	30.1	35.2
Total P	mg/l	6.2	4.6	3.8	2.2	4.6	3.3	4.8	6.0	5.1	3.4	2.3	2.6	4.1
pH		8.1	7.7	8.0	8.4	8.1	8.0	7.4	7.6	8.0	8.0	7.9	7.9	7.9

SECONDARY EFFLUENT TO STORAGE (May 1 to Sep.15)

BOD5	mg/l				4	6	3	3	2	2				3
TSS	mg/l				6	6	7	8	2	4				5
TAN	mg/l				0.1	0.4	0.2	0.1	1.1	0.1				0.3
TKN	mg/l				1.0	2.0	0.5	1.4	0.5	0.6				0.9
Nitrite	mg/l				0.03	0.33	0.11	0.03	1.22	0.03				0.3
Nitrate	mg/l				17.8	12.6	16.1	19.8	15.6	13.3				15.1
Total P	mg/l				0.35	0.51	0.54	0.78	1.11	0.34				0.57
pH					8.05	8.21	7.92	7.85	7.99	8.09				8.04

FINAL EFFLUENT

		ANNUAL AVERAGE												C. of A. Limit	C. of A. Limit	
														Monthly	Annual	
BOD	mg/l	2.0	3.3	2.8	2.2						2.0	2.0	2.8	2.4	15	10
TSS	mg/l	9.0	4.5	4.8	5.4						2.0	2.0	2.2	4.3	15	10
TAN	mg/l	0.12	0.13	0.13	0.12						0.10	0.18	0.60	0.20	2.3	1.5
TKN	mg/l	0.86	0.93	1.10	0.64						0.50	0.80	1.46	0.90		
Nitrite	mg/l	0.06	0.06	0.06	0.06						0.04	0.04	0.04	0.05		
Nitrate	mg/l	10.65	8.17	8.64	11.96						8.19	7.18	5.54	8.62		
Total P	mg/l	0.18	0.38	0.31	0.34						0.23	0.21	0.35	0.29	1	1
pH (grab)		6.8	7.0	7.1	7.4						7.8	7.6	7.8	7.3		
Temp (grab)	celsius	3.6	2.9	3.2	4.4						3.5	4.4	1.4	3.3		
Un-ionized Ammonia	mg/l	0.000	0.000	0.000	0.000						0.001	0.001	0.004	0.001		

DISCHARGE SUMMARY

Plant Flow	1000m3	72.034	59.637	83.758	87.347	46.532	50.287	37.453	40.479	45.156	65.246	64.806	48.733	701.468	Total	
Lagoon Flow	1000m3	50.882	58.915	49.442	5.512							43.055	70.772	278.578	Total	
Total Flow	1000m3	123.081	118.552	133.200	91.532						20.635	107.861	119.505	714.367	Total	
Avg. Daily Discharge Flow	1000 m3/day	3.970	4.234	4.297	3.051						2.580	3.595	3.855	3.780	Average	
Days of Discharge	days	31	28	31	29						31	30	31	211	Total	

ARTHUR WATER POLLUTION CONTROL PLANT

CHEMICALS & SLUDGE HAULAGE - 2013

														ANNUAL		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Chlorine Used	kg	ULTRAVIOLET DISINFECTION								ULTRAVIOLET DISINFECTION						
Chlorine Dosage	mg/l															
Chlorine Residual	mg/l															
Alum Used	kg	3411.00	3230.48	3519.49	3676.14	2856.58	2699.86	2633.56	2519.11	2494.98	3097.58	2543.17	2675.76	35357.71	Total	
Alum Dosage	mg/l	51.6	55.5	45.8	46.8	68.3	58.2	75.6	63.9	60.5	52.0	43.3	58.6	56.7	Average	
Sludge Haulage	m3					711.97			748.28				72	1532.25	Total	
Total Solids	%	0.69	1.58	2.71	3.17	3.55	3.85	3.01	2.84	1.78	2.10	2.11	2.42	2.48	Average	

BACTERIOLOGICAL DATA - 2013

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Sample #1	# per 100 mL	2	4	2	16						1120	2	2
Sample #2	# per 100 mL	2	2	1200	2						2	118	6
Sample #3	# per 100 mL	2	2	316	2							2	2
Sample #4	# per 100 mL	2	8	2	2							2	2120
Sample #5	# per 100 mL	16			2								8
Annual Geometric Mean	# per 100 mL	6											
C. of A. Requirement	# per 100 mL	<200											

ARTHUR WATER POLLUTION CONTROL PLANT

SLUDGE QUALITY DATA - 2013

Nutrients		Annual Average												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Ammonia	mg/l	2.9	1.0	4.7	30.0	116.0	372.0	519.0	507.0	11.7	1.3	1.0	2.1	114.5
Phosphorus	mg/l	780.0	590.0	1115.0	1200.0	1500.0	1600.0	1500.0	1300.0	770.0	970.0	1900.0	1000.0	1181.4
Nitrate	mg/l	86.0	140.0	45.5	0.1	0.4	0.3	0.3	0.3	120.0	220.0	240.0	110.0	72.16
Ammonia + Nitrate	mg/l	88.9	141.0	50.2	30.1	116.4	372.3	519.3	507.3	131.7	221.3	241.0	112.1	186.66
TS	mg/l	6900	15800	27100	31650	35500	38500	30100	28400	17800	21000	21100	24200	23389

Ammonia
Phosphorus
Nitrate
Ammonia + Nitrate
TS

Metal Concentrations

Copper	mg/l	15.0	10.0	19.0	19.5	26.0	24.0	23.0	20.0	10.0	12.0	23.0	15.0	18.21
Nickel	mg/l	0.3	0.2	0.6	0.9	1.0	1.2	1.1	1.0	0.2	0.3	0.6	0.4	0.66
Lead	mg/l	0.2	0.2	0.5	0.5	0.6	0.7	0.6	0.6	0.3	0.5	0.9	0.5	0.5
Zinc	mg/l	10.0	7.9	15.0	15.0	20.0	19.0	19.0	17.0	11.0	13.0	25.0	13.0	15.35
Arsenic	mg/l	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.4	0.3	0.31
Cadmium	mg/l	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Cobalt	mg/l	0.05	0.05	0.06	0.07	0.09	0.10	0.09	0.07	0.05	0.07	0.08	0.05	0.07
Chromium	mg/l	1.6	1.2	2.6	3.3	4.1	4.4	4.0	3.7	1.3	1.7	3.2	1.9	2.78
Mercury	mg/l	0.006	0.009	0.010	0.010	0.015	0.018	0.077	0.013	0.008	0.005	0.010	0.013	0.015
Molybdenum	mg/l	0.1	0.1	0.1	0.1	0.2	0.2	0.2	0.2	0.1	0.1	0.2	0.1	0.14
Selenium	mg/l	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3

Metal Concentrations
Copper
Nickel
Lead
Zinc
Arsenic
Cadmium
Cobalt
Chromium
Mercury
Molybdenum
Selenium

Metal/Solids Concentration

Copper	(Max. 1700)	2173.91	632.91	684.36	616.71	732.39	623.38	764.12	704.23	561.80	571.43	1090.05	619.84	791
Lead	(Max. 1100)	28.99	12.66	16.93	15.80	16.9	18.18	19.93	21.13	16.85	23.81	42.65	20.66	21
Zinc	(Max. 4200)	1449.28	500.00	546.04	474.34	563.38	493.51	631.23	598.59	617.98	619.05	1184.83	537.19	660
Arsenic	(Max. 170)	43.48	18.99	11.55	9.48	8.45	7.79	9.97	10.56	16.85	14.29	18.96	12.4	15
Cadmium	(Max. 34)	4.35	1.90	1.16	0.95	0.85	0.78	1.00	1.06	1.69	1.43	1.42	1.24	1
Cobalt	(Max. 340)	7.25	3.17	2.23	2.21	2.54	2.60	2.99	2.47	2.81	3.33	3.79	2.07	3
Chromium	(Max. 2800)	231.88	75.95	96.16	104.24	115.49	114.29	132.89	130.28	73.03	80.95	151.66	78.51	113
Mercury	(Max. 11)	0.87	0.57	0.34	0.3	0.42	0.47	2.56	0.46	0.45	0.24	0.47	0.55	0.59
Molybdenum	(Max. 94)	14.49	6.33	3.85	3.16	5.63	5.20	6.65	7.04	5.62	4.76	9.48	4.13	6
Selenium	(Max. 34)	43.48	18.99	11.55	9.48	8.45	7.79	9.97	10.56	16.85	14.29	14.22	12.4	14

Metal/Solids Concentrati
(Max. 1700)
(Max. 1100)
(Max. 4200)
(Max. 170)
(Max. 34)
(Max. 340)
(Max. 2800)
(Max. 11)
(Max. 94)
(Max. 34)

SLUDGE HAULAGE BY SITE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL
NASM Plan # 21482								748.28					748.28
NASM Plan # 21028					711.97							74.46	711.97
Listek International												74.46	74.46
Total Sludge Hauled					711.97			748.28				74.46	1534.71
Hauled to Mt. Forest Sludge Storage													

ARTHUR WATER POLLUTION CONTROL PLANT

ANNUAL SUMMARY for 2013 (January 1 to December 31)

Total Raw Sewage Flow 701,468 m³
 Average Daily Raw Sewage Flow 1,922 m³
 Total Discharge Flow 714,367 m³

RAW SEWAGE DATA

BOD	147.67 mg/L	103,586 kg/yr
TSS	115.42 mg/L	80,963 kg/yr
TKN	35.21 mg/L	24,697 kg/yr
Total Phosphorus	4.06 mg/L	2,850 kg/yr

LOADINGS

EFFLUENT DATA

BOD	2.43 mg/L	1,704 kg/yr
TSS	4.26 mg/L	2,991 kg/yr
TAN	0.20 mg/L	137 kg/yr
TKN	0.90 mg/L	630 kg/yr
Total Phosphorus	0.29 mg/L	201 kg/yr

LOADINGS

LOADINGS

Note: Based on 365 days

4.67 kg/day	14.65 kg/day
8.19 kg/day	14.65 kg/day
0.38 kg/day	2.20 kg/day
0.55 kg/day	1.47 kg/day

ANNUAL LOADING LIMITS

PERCENT REMOVAL

BOD	98.5%
TSS	99.0%
TKN	97.4%
Total Phosphorus	97.2%

SLUDGE REMOVAL

Total Volume 1,534.7 m³

CHEMICALS USED

Aluminum Sulphate 35,357.7 kg

2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908

Appendix B
Calibration Report
2013



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

OCM III

Verification: Yes

Calibration:

Customer: OCWA

Plant: Arthur WPCP

Description: Effluent Flow

Date: 04-Sep-13

Manufacturer: Milltronics

Checked By: Jeremy Drake

Model: OCM III

Type: 9" Parshall Flume

Tag No.: FIT 203

Range: 0-100 l/s

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	8.00	8.00	0.000%
50%	12.00	12.00	12.00	0.000%
75%	16.00	15.99	15.99	0.062%
100%	20.00	19.99	19.99	0.050%

Confirmed Run Mode: Yes

Placed in service: Yes

Parameters:

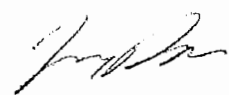
Setup Parameters

P0	Language	0
P1	Units	0
P2	Temperature Unit	0
P3	Primary Element	0
P4	Calculation	1
P5	Flow Unit	0
P6	Max Flow	100
P7	Height of Max Head	33.4
U0	Exponent	1.53
P24	mA Assignment	0
P26	mA Span	0
P32	Totalizer Multiplier	3
P45	Low Flow Cut-off	0
P46	Range at Zero Head	96.5
P47	Blanking Distance	30.48264

Relay Parameters

Relay	Function	On	Off
Parameters	P15	P16	P17
Relay 1	8	90	80
Parameters	P18	P19	P20
Relay 2			
Parameters	P21	P22	P23
Relay 3			

Comments:

Signature: 



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA

Plant: Arthur WPCP

Description: Pond Effluent

Date: 04-Sep-13

Manufacturer: Rosmeount

Checked By: Jeremy Drake

Model: DR12NOM4

Serial No: 860216177

Tag No.: FIT 202

Application: Effluent Flow

Input %	Input	As Found	As Left	% Error
0%	4.00	4.01	4.01	0.250%
25%	8.00	8.00	8.00	0.000%
50%	12.00	12.00	12.00	0.000%
75%	16.00	16.00	16.00	0.000%
100%	20.00	19.99	19.99	0.050%

Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-100 l/s
 Pipe Size: 6"
 Pipe Material: Stainless Steel
 Calibration Factor: 0895005708809005

Comments:

Verification of original calibration

Signature:



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA
 Description: Plant Effluent (to Pond)
 Manufacturer: Rosemount
 Model: DR12N0M4

Plant: Arthur WPCP
 Date: 04-Sep-13
 Checked By: Jeremy Drake
 Serial No: 860220959

Tag No.: FIT 201

Application: Effluent Flow

Input %	Input	As Found	As Left	% Error
0%	4.00	4.01	4.01	0.250%
25%	8.00	8.00	8.00	0.000%
50%	12.00	12.01	12.01	0.083%
75%	16.00	16.00	16.00	0.000%
100%	20.00	20.00	20.00	0.000%

Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-100 l/s
 Pipe Size: 6"
 Pipe Material: Stainless Steel
 Calibration Factor: 0916605509025005

Comments:

Verification of original calibration

Signature: 

2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908

Appendix C

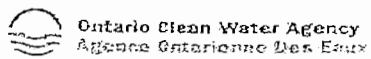
River Levels/Total Ammonium Results/Discharge
Flows

2013

Conestogo River at Arthur WPCP			
DEPTH OF FLOW (cm)	RIVER FLOWRATE (m ³ /s)	DEPTH OF FLOW (cm)	RIVER FLOWRATE (m ³ /s)
1	0.0092	51	1.735
2	0.0184	52	1.82
3	0.0276	53	1.905
4	0.0368	54	1.99
5	0.046	55	2.075
6	0.0552	56	2.16
7	0.0644	57	2.245
8	0.0736	58	2.33
9	0.0828	59	2.415
10	0.092	60	2.5
11	0.1012	61	2.590
12	0.1104	62	2.735
13	0.1196	63	2.854
14	0.1288	64	2.972
15	0.138	65	3.09
16	0.1472	66	3.208
17	0.1564	67	3.326
18	0.1656	68	3.444
19	0.1748	69	3.562
20	0.184	70	3.68
21	0.1932	71	3.812
22	0.2024	72	3.944
23	0.2116	73	4.075
24	0.2208	74	4.208
25	0.23	75	4.34
26	0.2396	76	4.472
27	0.2488	77	4.604
28	0.2584	78	4.735
29	0.2672	79	4.868
30	0.2764	80	5
31	0.2856	81	5.165
32	0.2948	82	5.332
33	0.3044	83	5.498
34	0.3132	84	5.664
35	0.3224	85	5.83
36	0.3316	86	5.996
37	0.3408	87	6.162
38	0.3504	88	6.328
39	0.3592	89	6.494
40	0.3684	90	6.66
41	0.3776	91	6.83
42	0.3868	92	7
43	0.3964	93	7.17
44	0.4052	94	7.34
45	0.4144	95	7.51
46	0.4236	96	7.68
47	0.4328	97	7.85
48	0.4424	98	8.02
49	0.4512	99	8.19
50	0.46	100	8.36

Submitted by ACW
 CCI 26, 2006
 C. C. C.

DISCHARGE PERIOD



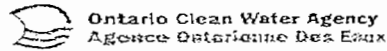
LB
COMBINED FLOW LB

ARTHUR WPCP DAILY CHECK SHEET

Month Jan 2013

Date	Operator	Plant Discharge Flow Recorder (m3)	Pond Effluent to Plant Recorder (m3)	Plant Effluent to Pond Recorder (m3)	Total Flow (m3) LB	LB			LB		Allowable Discharge
						Alum Used (kg/d)	Dosage (mg/L)	Total Alum (m3/day)	River Level (cm)	River Level (cm)	
1	DY	844	0	0	844	172.32	85.67	0.111	22.26	202	6500
2		3580	1742	0	1832	120.53	65.77	0.185	22.17	202	6500
3		3515	1672	0	1843	108.48	58.86	0.167	21.22	193	6500
4		3972	1943	0	2029	132.58	65.37	0.204	19.91	184	6500
5		3780	1894	0	1886	132.58	70.30	0.204	19.22	175	6500
6		2750	1347	0	1403	84.37	60.14	0.130	19.48	175	6500
7		3597	1743	0	1854	96.42	52.01	0.148	19.36	175	6500
8		3436	1670	0	1766	120.53	68.25	0.185	19.11	175	6500
9		3663	1734	0	1929	108.48	56.24	0.167	18.77	175	6500
10		3657	1724	0	1933	120.53	62.35	0.185	18.36	212	6500
11		4121	1143	0	2976	120.53	40.50	0.185	44.22	1.31	6500
12		5618	1366	0	4252	144.64	34.02	0.222	88.42	6.33	6500
13		3540	829	0	2711	72.32	26.68	0.111	103.87	8.40	6500
14		4337	918	0	3419	120.53	32.25	0.185	74.21	4.21	6500
15		3650	1470	0	2180	96.42	44.13	0.148	52.10	1.82	6500
16		4368	1794	0	2571	108.48	42.17	0.167	42.97	1.25	6500
17		4278	1895	0	2383	120.53	50.58	0.185	40.31	1.08	6500
18		4602	2066	0	2536	120.53	47.52	0.185	37.46	7.12	6500
19		4191	1887	0	2304	120.53	52.31	0.185	32.70	6.84	6500
20		2883	1360	0	1523	96.42	63.31	0.148	34.69	7.98	6500
21		4003	1838	0	2000	108.48	54.24	0.167	35.65	8.55	6500
22		4297	2175	0	2122	108.48	51.12	0.167	33.72	7.41	6500
23		4277	2158	0	2119	96.42	45.50	0.148	31.72	6.28	6500
24		4785	2443	0	2342	96.42	41.17	0.148	29.61	5.14	6500
25		4264	2221	0	2043	120.53	59.00	0.185	28.86	4.57	6500
26		4069	2175	0	1894	108.48	57.28	0.167	26.35	2.87	6500
27		3475	1876	0	1599	120.53	75.37	0.185	22.84	2.12	6500
28		4219	2081	0	2138	96.42	45.10	0.148	26.84	3.44	6500
29		5653	1779	0	3874	108.48	29.00	0.167	69.88	3.68	6500
30		5470	900	0	4570	108.48	23.77	0.167	97.84	8.02	6500
31		4184	1028	0	3159	120.53	38.15	0.185	76.53	4.60	6500

DISCHARGE FE. 00



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

LB

LB		LB		ARTHUR WPCP DAILY CHECK SHEET					LB		LB		Month FEB 20.
FEB	Operator	Plant Discharge Flow Recorder (m3)	Pond Effluent to Plant Recorder (m3) #3	Plant Effluent to Pond Recorder (m3)	Total Flow (m3) <i>Q_{tot}</i>	Alum Used (kg/d)	Dosage (mg/L)	Total Alum (m3/day)	LB River Level (cm) <i>m³/sec</i>	Allowal	Dischar		
1	DY	5857	2542	0	3315	132.58	40.00	0.204	58.01	2.33	0.502	6	
2		4551	2175	0	2376	96.42	40.58	0.148	55.02	2.08		6	
3		3607	1717	0	1890	108.48	57.40	0.167	58.20	2.33		6	
4		5214	2476	0	2738	120.53	44.02	0.185	57.70	2.32	0.753	6	
5		3924	1878	0	2046	108.48	53.02	0.167	50.99	1.94	2.008	6	
6		4340	2119	0	2221	108.48	48.54	0.167	40.95	1.14		6	
7		4559	2250	0	2309	132.58	57.42	0.204	38.09	96.9	1.757	6	
8		5006	2523	0	2483	108.48	43.69	0.167	36.75	9.12	1.787	6	
9		3875	2040	0	1855	96.42	51.98	0.148	37.19	9.12		6	
10		3424	1767	0	1657	108.48	63.47	0.167	38.70	10.3		6	
11		4581	2197	0	2383	120.53	50.58	0.185	41.24	1.14	2.761	6	
12		4678	2521	0	2157	120.53	55.88	0.185	41.99	1.20	3.263	6	
13		5065	2716	0	2349	132.58	56.44	0.204	40.96	1.14	2.510	6	
14		5050	2773	0	2277	120.53	52.93	0.185	39.19	1.03		6	
15		3902	1849	0	2053	132.58	64.58	0.204	38.33	96.8	2.761	6	
16		3530	1622	0	1908	108.48	56.86	0.167	38.63	1.03		6	
17		3422	1581	0	1841	108.48	58.92	0.167	37.22	9.12		6	
18		1447	0	0	1447	120.53	83.30	0.185	37.08	9.12		6	
19		1884	0	0	1884	120.53	63.98	0.185	37.83	96.8	2.761	6	
20		1396	0	0	1396	108.48	77.71	0.167	36.73	9.12		6	
21		4487	2483 #1+2	0	2014	120.53	59.85	0.185	34.77	7.98	2.008	6	
22		5460	3034	0	2426	120.53	49.68	0.185	33.98	7.41		6	
23		5269	3091	0	2178	120.53	55.34	0.185	33.46	6.84		6	
24		4263	2524	0	1739	96.42	55.44	0.148	31.64	6.28		6	
25		4367	2454	0	1913	108.48	56.71	0.167	30.68	5.71		6	
26		4945	2804	0	2141	108.48	50.67	0.167	30.70	5.71	5.271	6	
27		4943	2784	0	2159	108.48	50.25	0.167	32.72	6.84		6	
28		5476	2984	0	2482	132.58	53.47	0.204	34.72	7.98		6	

* FEB 18/13 Lagoon Flow Off FEB 21/13 Lagoon Flow Back On Using Cells 1+2

DISCHARGE PERIOD

LB

LB

LB

ARTHUR WPCP DAILY CHECK SHEET

LB

LB

LB

Month / Year 2013

Star	Date	Operator	Plant Discharge Flow Recorder (m3)	Pond Effluent to Plant Recorder (m3)	Plant Effluent to Pond Recorder (m3)	Total Flow Raw (m3)	Alum Used (kg/d)	Dosage (mg/L)	Total Alum (m3/day)	River Level (cm)	Allowable Discharge		
1		DY	5048	2873	0	2195	108.78	49.83	0.167	35.02	798	5013	6500
2			4894	2751	0	2143	120.53	56.24	0.185	35.25	798		6500
3			4425	2538	0	1887	108.48	57.49	0.167	35.60	855		6500
4			5534	3104	0	2430	120.53	47.60	0.185	36.17	855	6526	6600
5			4469	2526	0	1943	108.48	55.83	0.167	35.88	855		6500
6			3827	1877	0	1950	108.48	55.63	0.167	34.73	798	3765	6500
7			4517	2263	0	2254	120.53	53.47	0.185	34.09	741		6500
8			4825	2320	0	2505	120.53	48.12	0.185	36.53	912	1255	6500
9			4709	2242	0	2467	108.48	43.94	0.167	35.00	798		6500
10			4601	1854	0	2847	120.53	42.34	0.185	36.21	855		6500
11	*		3873 7680	137	0	7543	108.78	17.38	0.167	69.45	356		6500
12			5320	892	0	4478	120.53	26.92	0.185	95.32	751	0502	6500
13			5405	1992	0	3713	96.42	25.94	0.148	90.26	6.66	0502	6500
14			5438	2129	0	3609	132.58	36.74	0.204	80.67	5.17		6500
15			5872	2418	0	3454	132.58	38.38	0.204	66.76	3.33	1757	6500
16			4513	1959	0	2554	120.53	47.19	0.185	56.07	2.16		6500
17			3327	1475	0	1852	84.37	45.56	0.130	62.60	1.91		6500
18			4630	1934	0	2696	108.48	40.24	0.167	46.90	1.48	1757	6500
19			3828	1658	0	2170	132.58	61.10	0.204	47.13	1.14		6500
20			4438	2101	0	2337	108.48	46.71	0.167	42.11	1.20		6500
21			4681	2302	0	2379	108.48	45.60	0.167	39.72	1.08		6500
22			5846	2930	0	2916	144.63	49.60	0.222	32.19	6.28	3765	6500
23			3769	1951	0	1818	96.42	53.04	0.148	29.21	4.57		6500
24			2888	1275	0	1613	108.48	67.25	0.167	31.47	5.71		6500
25			2177	91	0	2086	120.53	57.78	0.185	33.70	7.41	2510	6500
26			2125	0	0	2125	108.48	51.05	0.167	41.68	1.20		6500
27			2123	0	0	2123	108.48	51.10	0.167	51.47	1.44		6500
28			3235	0	0	3235	120.53	37.26	0.185	57.98	7.33		6500
29			2563	0	0	2563	120.53	47.03	0.185	71.31	3.81		6500
30			3106	0	0	3106	108.48	34.93	0.167	80.04	5.00		6500
31			2787	0	0	2787	84.37	30.24	0.130	78.50	4.87		6500

Heavy Rain + Mild Weather + Snow Melt

2/2

DISCHARGE PERIOD

LB

ARTHUR WPCP DAILY CHECK SHEET

LB

LB

LB

Month April 2013

Date	Operator	Plant Discharge Flow Recorder (m3)	Pond Effluent to Plant Recorder (m3)	Plant Effluent to Pond Recorder (m3)	Total Flow <i>Raw</i> (m3)	Alum Used (kg/d)	Dosage (mg/L)	Total Alum (m3/day)	River Level (cm) ^{1/40}		Allowable Discharge
									1	2	
1		2997	0	0	2997	120.53	40.22	0.185	69.33	3.56	6500
2		2322	0	0	2322	96.42	41.52	0.148	56.24	2.16	6500
3		2395	0	0	2395	108.48	45.29	0.167	44.59	1.54	1255 6500
4		4453	1566	0	2889	132.58	45.89	0.204	51.91	1.82	6500
5		2945	444	0	2501	120.53	48.19	0.185	65.87	2.16	6500
6		2326	0	0	2326	132.58	56.99	0.204	54.59	2.08	6500
7		1670	0	0	1670	84.34	50.52	0.130	60.75	2.62	6500
8		4102	509	0	3593	132.58	36.90	0.204	40.42	3.81	-1506 6500
9		5589	1391	0	4198	96.42	22.94	0.148	86.30	6.00	6500
10		5809	341	0	5467	96.42	17.24	0.148	88.24	6.33	6500
11		4953	1225	0	3728	120.53	32.33	0.185	73.83	4.21	2259 6500
12		5463	0	0	5463	120.53	22.06	0.185	47.32	4.60	6500
13		3350	0	0	3350	108.48	32.38	0.167	49.04	4.84	6500
14		3431	0	0	3431	132.58	38.64	0.204	63.35	2.85	6500
15		3179	0	0	3179	120.53	37.91	0.185	55.82	2.16	6500
16		2018	0	0	2018	84.34	41.81	0.130	51.23	1.74	-1506 6500
17		3231	0	0	3231	144.64	44.74	0.222	57.39	2.25	6500
18		4960	0	0	4960	144.64	29.16	0.222	80.53	5.14	6500
19		3534	0	0	3534	120.53	34.11	0.185	79.01	4.84	2008 6500
20		2484	0	0	2484	132.58	53.34	0.204	57.93	2.33	6500
21		2091	0	0	2091	108.48	51.88	0.167	49.91	1.65	6500
22		2386	0	0	2386	168.44	40.42	0.259	45.54	1.42	1004 6500
23		2115	0	0	2115	132.58	62.69	0.204	40.83	1.14	6500
24		2653 2689	36 *	0	2653	156.67	59.06	0.241	40.93	1.14	6500
25		2754	0	0	2754	132.58	48.09	0.204	47.40	1.25	6500
26		2283	0	0	2283	144.64	63.35	0.222	39.90	1.08	1004 6500
27		1854	0	0	1854	120.53	64.91	0.185	35.83	0.855	6500
28		1680	0	0	1680	96.42	64.39	0.148	36.30	0.855	6500
29		2462	0	0	2462	132.58	53.85	0.204	36.82	0.912	0753 6500
30		1324	0	1324 *	1324	132.58	99.91	0.204	34.46	4.41	6500

* SHORT LAGOON DISCHARGE TO COLLECT SAMPLES (NO MORE DISCHARGE TO FOLLOW) y

DISCHARGE PERIOD

LB LB

LB		ARTHUR WPCP DAILY CHECK SHEET					LB		LB		LB		Month October 2013	
October 2013 Date	Operator	Plant Discharge Flow Recorder (m3)	Pond Effluent to Plant Recorder (m3)	Plant Effluent to Pond Recorder (m3)	Total Flow (m3) RAW	Alum Used (kg/d)	Dosage (mg/L)	Total Alum (m3/day)	River Level (cm) AVG	m3/sec	Allowable Discharge	13	13	
1	JPK	1299	0	1299	1299	120.53	92.79	0.185	20.46	0.184				
2		1327	0	1327	1327	96.42	72.66	0.148	19.13	0.175				
3		1346	0	1346	1346	120.53	89.55	0.185	21.72	0.201				
4		1354	0	1354	1354	108.48	80.12	0.167	22.61	0.212				
5		1141	0	1141	1141	96.42	84.50	0.148	20.35	0.184				
6		2339	0	2339	2339	96.42	41.22	0.148	69.02	3.562				
7	JPK	3078	0	3078	3078	108.48	35.24	0.167	98.35	8.07				
8		2265	0	2265	2265	108.48	47.89	0.167	68.71	3.562				
9		2082	0	2082	2082	96.42	46.31	0.148	52.80	1.905				
10		1906	0	1906	1906	96.42	50.59	0.148	43.48	1.252				
11		1679	0	1679	1679	120.53	71.79	0.185	37.41	0.912				
12		1551	0	1551	1551	108.48	69.94	0.167	33.11	0.684				
13		1510	0	1510	1510	96.42	63.85	0.148	30.78	0.571				
14		1499	0	1499	1499	96.42	64.32	0.148	30.53	0.571				
15		1808	0	1808	1808	96.42	53.33	0.148	34.78	0.798				
16		2008	0	2008	2008	96.42	48.02	0.148	41.45	1.139				
17		2142	0	2142	2142	96.42	45.01	0.148	53.62	1.99				
18		2309	0	2309	2309	108.48	46.98	0.167	56.74	2.245				
19		2108	0	2108	2108	84.37	40.02	0.130	51.47	2.075				
20		1921	0	1921	1921	96.42	50.18	0.148	56.40	2.16				
21		2872	0	2872	2872	84.37	27.38	0.130	65.04	3.09				
22		2533	0	2533	2533	96.42	38.04	0.148	58.53	2.42				
23		2583 2533	0	2583 2533	2583 2533	108.48	43.24	0.167	54.76	1.99				
24		2423	0	0	2423	84.37	34.82	0.130	48.82	1.59	0.753	6500		
25		1975	0	0	1975	96.42	48.82	0.148	48.00	1.54		6500		
26		2707	0	0	2707	84.37	31.17	0.130	66.16	3.21		6500		
27		2825	0	0	2825	108.48	38.40	0.167	75.80	4.47		6500		
28		2335	0	0	2335	96.42	41.29	0.148	58.94	2.42	0.753	6500		
29		2368	0	0	2368	108.48	45.81	0.167	48.26	1.54		6500		
30		2020	0	0	2020	84.37	41.77	0.130	53.61	1.99		6500		
31		3983	0	0	3983	96.42	24.21	0.148	93.22	7.17		6500		

*X STARTED DISCHARGE TO RIVER @ 11:00

DISCHARGE PERIOD

ARTHUR WPCP DAILY CHECK SHEET											
Date	Operator	Plant Discharge Flow Recorder (m3)	Pond Effluent to Plant Recorder (m3)	Plant Effluent to Pond Recorder (m3)	Total Flow Raw (m3) LB	LB		Total Alum (m3/day)	LB		Allowable Discharge
						Alum Used (kg/d)	Dosage (mg/L)		River Level (cm)	ft	
1	DY	4341	0	0	4341	84.42	22.71	0.148	48.21	2.02	65
2	DY	2714	0	0	2714	84.37	31.09	0.130	64.48	2.77	65
3	DY	1910	0	0	1910	96.42	50.48	0.148	51.77	1.82	65
4	DY	1908	0	0	1908	96.42	50.53	0.148	45.35	1.37	0.1506 65
5	DY	3433	1342	0	2091	108.48	51.88	0.167	71.50	1.20	65
6	DY	3993	1377	0	2616	48.21	18.43	0.074	62.57	1.91	65
7	DY	3214	1336	0	1878	48.21	25.67	0.074	60.01	2.50	65
8	DY	4375	1912	0	2463	72.32	29.36	0.111	54.63	2.08	0.2008 65
9	DY	3717	1675	0	2042	84.37	41.38	0.130	52.87	1.91	65
10	DY	4841	2149	0	2692	96.42	35.82	0.148	53.60	1.79	0.2258 65
11	DY	3348	1448	0	1900	60.25	31.72	0.093	55.78	2.08	65
12	DY	3910	1588	0	2312	84.37	36.49	0.130	49.00	1.59	65
13	DY	3717	1631	0	2086	72.32	34.67	0.111	41.98	1.20	0.3514 65
14	DY	3463	1565	0	1898	108.48	57.15	0.167	38.45	2.68	65
15	DY	4008	1873	0	2035	96.42	47.38	0.148	36.16	2.55	65
16	DY	3075	1602	0	1473	84.37	37.28	0.130	39.41	1.03	0.1757 65
17	AS	4327	1119	0	3278	84.37	25.70	0.130	41.63	1.51	
18	AS	2531	0	0	2531	84.37	33.33	0.130	72.05	4.60	
19	AS	4017	1546	0	2481	72.32	29.87	0.111	36.31	2.19	
20	AS	3409	1566	0	1843	96.42	52.31	0.148	47.05	1.48	
21	AS	3979	3281	0	698	96.42	138.13	0.148	77.93	1.54	
22	AS	4269	1781	0	2488	72.32	29.07	0.111	51.92	1.82	
23	AS	4502	2054	0	2448	120.53	49.24	0.185	48.26	1.54	
24	AS	2658	1222	0	1436	48.22	33.58	0.075	45.85	1.40	
25	AS	3876	1755	0	2121	96.42	45.45	0.148	40.88	1.13	
26	AS	3473	1603	0	1870	72.32	38.67	0.111	34.26	0.75	
27	AS	361	1713	0	1828	72.32	38.30	0.111	26.83	0.90	
28	DY	3511	1720	0	1791	96.42	53.84	0.148	38.97	1.03	0.2258 65
29	DY	4707	2419	0	2288	108.48	47.41	0.167	32.94	6.84	
30	DY	2964	1618	0	1346	84.37	62.68	0.130	28.38	4.00	

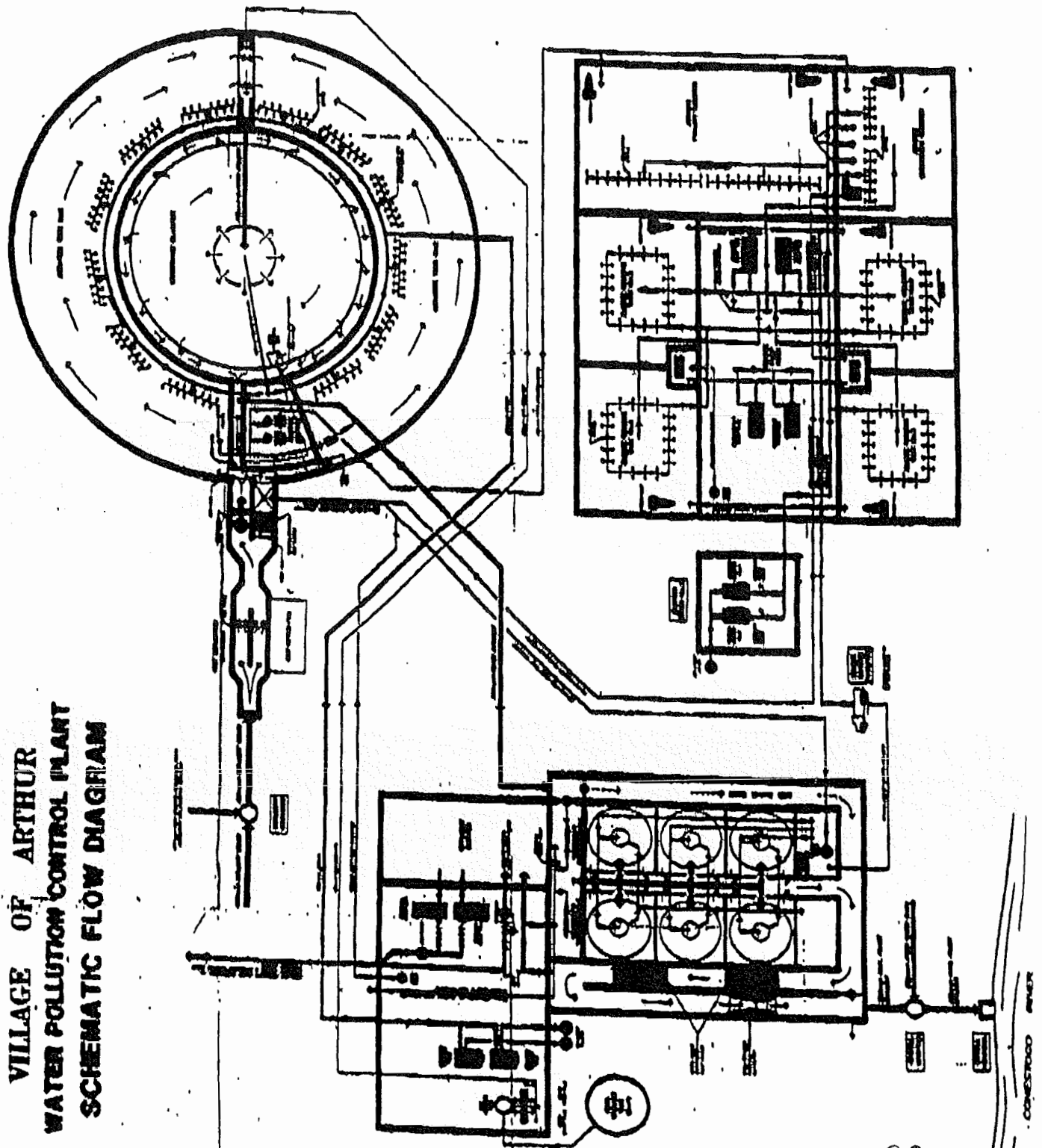
DISCHARGE PERIOD

ARTHUR WPCP DAILY CHECK SHEET											Month	Dec 2013
Date	Operator	Plant Discharge Flow Recorder (m3)	Pond Effluent to Plant Recorder (m3)	Plant Effluent to Pond Recorder (m3)	Total Flow RW (m3)	Alum Used (kg/d)	Dosage (mg/L)	Total Alum (m3/day)	River Level (cm)	Allowable Discharge		
1	DY	4173	2176	0	1997	96.42	48.28	0.148	29.06	400		
2	DY	4111	2068	0	2043	72.32	35.40	0.111	27.09	343	0.0753	6500
3	DY	4353	2144	0	2209	96.42	43.63	0.148	26.82	344	1.004	6500
4	DY	3323	1583	0	1740	84.37	48.49	0.130	34.56	498		6500
5	DY	5098	2478	0	2670	96.42	36.11	0.148	46.13	1.72		6500
6	DY	3701	2051	0	1350	60.27	44.65	0.093	45.32	1.37	1255	6500
7	DY	5095	3123	0	1972	96.42	48.89	0.148	41.58	1.20		6500
8	DY	4304	2665	0	1642	96.42	58.42	0.148	40.49	1.08		6500
9	PC	3642	2266	0	1376	72.32	52.86	0.111	38.50	1.03		6500
10	PC	4386	2714	0	1672	72.32	44.04	0.111	34.85	0.798	1255	6500
11	PC	4282	2698	0	1584	108.48	68.48	0.167	29.37	0.457		6500
12	PC	4264	2711	0	1553	72.32	46.57	0.111	27.24	0.3436		6500
13	PC	5161	3208	0	1953	108.48	55.55	0.167	26.37	0.2868		6500
14	PC	4242	2697	0	1545	72.32	46.81	0.111	27.69	0.4004		6500
15	PC	3465	2231	0	1234	72.32	58.61	0.111	29.01	0.4572		6500
16	PC	4359	2701	0	1658	84.37	50.89	0.130	27.80	0.4004		6500
17	PC	4297	3056	0	1241	108.48	87.41	0.167	27.16	0.3436	0.208	6500
18	PC	3218	2357	0	861	72.32	84.00	0.111	26.49	0.2868		6500
19	PC	4063	2035	0	2028	84.37	41.60	0.130	26.48	0.2868		6500
20	DY	3770	2227	0	1543	96.42	62.49	0.148	29.89	517		6500
21	DY	2739	1666	0	1073	84.37	51.36	0.130	35.67	455	1255	6500
22	PC	2558	1603	0	955	96.42	100.92	0.148	38.93	1.0252		6500
23	PC	3424 3420 ^{PC}	1980	0	1440	72.32	50.22	0.111	37.61	0.9684		6500
24	DY	4225	2610	0	1615	96.42	59.40	0.148	34.77	498		6500
25	DY	2486	1847	0	939	108.48	115.53	0.167	33.32	684		6500
26	DY	2669	1785	0	884	72.32	81.81	0.111	31.49	571		6500
27	DY	3465	2159	0	1307	84.37	64.55	0.130	29.40	457		6500
28	DY	3447	1887	0	1560	84.37	54.08	0.130	28.65	457		6500
29	PC	3442	1857	0	1585	84.37	53.23	0.130	27.96	0.4004	0.038	6500
30	PC	3812	2012	0	1800	84.37	46.87	0.130	27.19	0.3436		6500
31	DY	3962	2228	0	1734	84.37	48.66	0.130	26.44	284		6500

2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908

Appendix D
Process Flow Schematic
2013

VILLAGE OF ARTHUR
WATER POLLUTION CONTROL PLANT
SCHEMATIC FLOW DIAGRAM



2013 Annual Report for
the Arthur Water Pollution Control Plant
Certificate of Approval No. 3-1256-88-908

Appendix E
Record of Bypassing
2013



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

78 Centennial Rd., Unit 6
Orangeville, Ontario
Canada L9W 1P9

TEL: 519 941 1938
FAX: 519 941 1794
www.ocwa.com

March 7, 2014

Ms. Debbie Zehr
Director of Public Works
Township of Wellington North
7490 Sideroad 7 West
Kenilworth, Ontario
N0G 2E0

Dear Ms. Zehr:

Re: 2013 Performance Report for Mount Forest Waste Water Treatment Facility

Attached is the 2013 Performance Report for the Mount Forest Waste Water Treatment Facility located at 651 Cork Street in the town of Mount Forest, Ontario; Township of Wellington North; County of Wellington. This report has been completed in accordance with Certificate of Approval #6143-73FHHU dated June 19, 2007 and issued to the Township of Wellington North.

This report was prepared by the Ontario Clean Water Agency on behalf of the Township of Wellington North based on the information we have in our records. The report covers the period from January 1, 2013 to December 31, 2013.

If you have any questions regarding the attached report please do not hesitate to contact me at (519) 941-1938.

Yours truly,

A handwritten signature in black ink, appearing to read "R. Laliberte".

Richard Laliberte'
Senior Operations Manager
Ontario Clean Water Agency
West Highlands Hub

RL/lb



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Annual Report

for the

Mount Forest WPCP

Certificate of Approval No. 6134-73FHHU
for the year

2013

prepared for the Township of Wellington North

by the Ontario Clean Water Agency

**2013 Annual Performance Report for
Mount Forest Water Pollution Control Plant
Certificate of Approval No. 6134-73FHHU**

**Operated by the Ontario Clean Water Agency (OCWA)
under contract to the Township of Wellington North
for the year 2013**

Section 1 - Introduction:

The Ontario Clean Water Agency is pleased to provide the Ministry of the Environment (MOE) with the 2013 Annual Performance Report for Mount Forest Wastewater Treatment Plant.

This report is designed to inform the MOE of the quality of effluent being discharged from this facility.

Inquiries regarding this report can be directed to Richard Laliberte, Senior Operations Manager at the Ontario Clean Water Agency office located at 78 Centennial Rd., Unit 6 in Orangeville, Ontario. (Tel. (519) 941-1938, Fax (519) 941-1794, email: rlaliberte@ocwa.com.

Section 2 - Project Description:

In November 2008, the Mount Forest Water Pollution Control Plant began operating. 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 aeration blowers 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 Arthur and Mount Forest Wastewater Treatment Plans. Sludge treatment system consists of a three stage aerobic sludge digestion system with a total storage volume of 1,987m³, equipped with coarse bubble diffusers, submersible mixers and supernatant decanting.

A "Process Flow Schematic" is included in Appendix C of this report.

**2013 Annual Report for
the Mount Forest Water Pollution Control Plant
Certificate of Approval No. 6134-73FHHU**

Section 3 - Plant Facts:

Facilities >	Extended Air STP with tertiary treatment
Design Capacity >	2,818 m ³ /day
Peak Flow Rate >	15,000 m ³ /day
Average Daily Flow 2013 >	2,235 m ³ /day
Receiving Water >	South Saugeen River
Design Population >	5,000 people (approx.)
Certificates of Approval >	6134-73FHHU
Effluent Monitoring >	

	Objective		Non-Compliance	
	Concentration	Loading	Concentration	Loading
CBOD ₅	6.0 mg/l	17.0 kg/day	12.5 mg/l	35 kg/day
Suspended Solids	10.0 mg/l	28.2 kg/day	12.5 mg/l	35 kg/day
Total Phosphorus	0.3 mg/l	0.85 kg/day	0.37 mg/l	1.05 kg/day
Total Ammonium Nitrogen				
Dec 01 to April 30	4.0 mg/l	11.3 kg/day	6.0 mg/l	17.0 kg/day
May 01 to Nov. 30	1.5 mg/l	4.2 kg/day	2.5 mg/l	7.0 kg/day
E. <i>Coli</i>	100 counts/100ml	-	200 counts/100ml	-
Free Chlorine Residual	0 mg/l	-	0.02 mg/l	-
pH of the effluent to be maintained between 6.0 to 9.0, inclusive.				

Any exceedance of the above parameters constitutes non-compliance with this certificate and is to be reported.

Sampling Requirements:

Raw Sewage Monitoring – Samples to be collected at the treatment plant inlet

Parameters	Sample Type	Frequency
BOD ₅	24 hr Composite	weekly
Total Suspended Solids	24 hr Composite	weekly
Total Phosphorus	24 hr Composite	weekly
Total Kjeldahl Nitrogen*	24 hr Composite	weekly

**2013 Annual Report for
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Final Effluent Monitoring - Samples to be collected at the treatment plant outfall

<i>Parameters</i>	Sample Type	<i>Frequency</i>
CBOD ₅	24 hr Composite	weekly
Total Suspended Solids	24 hr Composite	weekly
Total Phosphorus	24 hr Composite	weekly
Total Ammonia Nitrogen	24 hr Composite	weekly
Nitrate Nitrogen	24 hr Composite	weekly
<i>E. Coli</i>	Grab	weekly
pH*	Grab (on-site) *	weekly
Temperature*	Grab (on-site) *	weekly

*Temperature and pH of the final effluent should be measured in the field.

Aerobic sludge: a grab sample is collected monthly during the non-spreading season and collected twice a month during the spreading season and tested for total solids, nitrite, nitrate, total phosphorus, total ammonia nitrogen, pH and metals.

Section 4 - Sampling Procedures:

Raw Sewage and Final effluent are sampled weekly and tested for the above parameters, using an automatic composite sampler (over a twenty-four hour period). Bacti samples are collected every week as a grab sample to be sent away. pH and temperature are also taken as grab samples, and are analyzed on site.

In addition to this, samples of the treatment process are also tested in plant for process control. Aerobic sludge is collected and tested as per the sampling requirements.

Section 5 - Summary of Report:

In 2013, the Mount Forest WPCP provided effective wastewater treatment, producing effluent with removal rates for CBOD₅, TSS, and Total Phosphorus all 96.7% or better. There were no exceedances of the Effluent Criteria in 2013.

This facility was in compliance with all the effluent concentration and loading limits for the year 2013.

The bacteriological quality of the effluent complied with the certificate of approval requirement of <200 organisms per 100 ml sample. The annual geometric mean density of organisms for 2013 was 2.3 per 100 ml, indicating extremely effective effluent disinfection.

**2013 Annual Report for
the Mount Forest Water Pollution Control Plant
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The aerobic sludge produced at the facility continued to meet all the Guidelines established for agricultural utilization. Eden Environmental Services Ltd. was contracted to haul and spread sludge from the Mt. Forest Sludge Storage Facility in 2013. (Certificate of Approval - Waste Management System #9566-6HYKC3)

Section 6 - Compliance With Provincial Regulations:

OCWA operates this sewage system in accordance with provincial regulations. Here is how we do it:

- Use of Accredited Labs: Analytical tests to monitor the effluent quality are conducted by a laboratory audited by the Canadian Association for Environmental Analytical Laboratories (CAEAL) 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 2013, all chemical sample analyses were conducted by SGS Lakefield Research Limited.

- Operation by Licensed Operators: This sewage system is operated and maintained by the OCWA's licensed staff. 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. Licensing means that an individual meets the education and experience requirements and has successfully passed the certification exam.

The following are certified operators who operated this facility during 2013 with current certified classification, certificate numbers and certificate expiry dates

TABLE 1

Operator	Level	Certificate #	Expiry Date
Dwight Hallahan	WWT 2	#15499	Apr 30/16
	WWC 1	#16002	Oct 31/16
Steve Miller	WWT 4	#15422	Feb 28/15
	WWC 2	#17899	Mar 31/15
Dan Yake	WWT 1	#57390	July 31/16
	WWC 1	#69121	Jan 31/17
John Romano	WWT 4	#11455	Nov 30/14
	WWC 4	#57092	Nov 30/14
Perry Canning	WWT OIT	#OT75485	Apr 30/15
	WWC OIT	#OT75489	Apr 30/15

**2013 Annual Report for
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- Sampling and Analytical Requirements: The Ontario Clean Water Agency follows a sampling and analysis schedule required by the Certificate of Approval.

Section 7 - System Information:

Facility Name:	Mount Forest Water Pollution Control Plant	Client Services:	Ted Smider
Receiving Water	South Saugeen River	Phone Number	(705) 523-0528
Disinfection Method	Ultraviolet Radiation	E-mail Address	tsmider@ocwa.com
Municipal Location	Town of Mount Forest	Senior Operations Manager	Richard Laliberte
Design Population	4,400 people (approx.)	Phone Number	(519) 941-1938
		E-mail Address	rlaliberte@ocwa.com

Section 8 - Flows:

The total volume of wastewater treated in 2013 was 815,900 m³. The annual average daily flow of 2,235 m³/day was 79.3% of the design flow (2,818 m³/day). The maximum peak flow of 5,497 m³/day occurred on March 11, 2013 and represents a peaking factor of 1.95 times design flow.

Section 9 - Raw Sewage Quality:

The annual average raw sewage BOD₅ concentration to the plant was 80 mg/L. This corresponds to an average BOD₅ loading of 179 kg/day. The annual average raw sewage suspended solids (TSS) concentration to the plant was 97 mg/L. This corresponds to an average TSS loading of 217 kg/day. The annual average raw sewage nitrogen concentration (as represented by TKN) to the plant was 19.7 mg/L. This corresponds to an average TKN loading of 44.0 kg/day. The annual average raw sewage Total Phosphorus concentration to the plant was 2.3 mg/L. This corresponds to an average Total Phosphorus loading of 5.1 kg/day.

Section 10 - Plant Performance & Effluent Quality:

Detailed analytical results from SGS Lakefield Research Limited are available at the Orangeville Hub office on request.

**2013 Annual Report for
the Mount Forest Water Pollution Control Plant
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Effluent Limits

In 2013, the Mount Forest WPCP provided effective wastewater treatment, producing effluent with removal rates for CBOD₅, TSS and Total Phosphorus all 96.7 % or better.

The annual average effluent CBOD₅ concentration was 2.0 mg/l with a removal efficiency of 97.5%. The annual average effluent TSS concentration was 2.1 mg/l with a removal efficiency of 98.8%. The annual average effluent Total Phosphorus concentration was 0.18 mg/l with a removal efficiency of 96.7%. The annual average effluent concentration for Total Ammonium Nitrogen was 0.10 mg/l.

The bacteriological quality of the effluent complied with the certificate of approval requirement of <200 organisms per 100 ml sample. The annual geometric mean density of organisms for 2013 was 2.3 per 100 ml, indicating extremely effective effluent disinfection.

Effluent Objectives

The effluent from the facility met the effluent concentration objectives for 2013.

Section 11 - Sludge Management

Digested sludge produced at the Mount Forest WPCP is land-applied in accordance with the Ontario Guidelines for Sewage Sludge Utilization on Agricultural Lands.

Grab samples of digested (aerobic) sludge are collected at the sludge storage facility. In 2013 sludge sample analyses was carried out by SGS Lakefield Research Limited. A summary of sludge sample results is provided in this report.

Sludge produced at the Mount Forest WPCP met all the quality criteria specified in the Ontario Guidelines for Sewage Sludge Utilization on Agricultural Lands in 2013.

Eden Environmental Services Limited was contracted to haul and spread sludge from the Mount Forest plant in 2013. (Certificate of Approval - Waste Management System #9566-6HYKC3)

The following certified sites were utilized in 2013:

- NASM Plan #21028 – Oscar Martin
- NASM Plan #21482 – Martin/Saunders

**2013 Annual Report for
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A total volume of 3035.0 m³ of sludge was applied to these fields in 2013. Monthly haulage volumes from the plant were as follows:

January	0 m3	July	0 m3
February	0 m3	August	2023.8 m3
March	0 m3	September	0 m3
April	0 m3	October	0 m3
May	1011.2 m3	November	0 m3
June	0 m3	December	0 m3

Section 12 - Bypassing and Abnormal Conditions:

There were no raw sewage bypasses during the 2013 reporting period.

Section 13 - Calibration Activities and Maintenance items:

Regular-scheduled preventive maintenance was assigned and monitored using the Preventative Maintenance Program software.

Hollen Controls Limited was contracted to calibrate flow measuring equipment on September 4, 2013. Copies of these calibration reports can be found in Appendix D of this report.

Section 14 - Operational Objectives:

The Mount Forest Water Pollution Control Plant continues to provide excellent wastewater treatment. OCWA Operators of the facility will continue to use their expertise in order to meet our objective of no exceedances of effluent parameter concentrations.

Section 15 – Appendix

- The Annual Summary for 2013 – Appendix A
 - Flows and Average Daily Flow (ADF) 2013
 - Annual Average Raw Sewage and Effluent Data 2013
- Sludge Quality Data 2013 – Appendix B
- Process Flow Schematic 2013 – Appendix C
- Calibration Reports 2013 – Appendix D

2013 Annual Report for
Mount Forest Water Pollution Control Plant
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Appendix A

The Annual Summary for 2013

Mt. Forest WPCP															
ANNUAL SUMMARY FOR 2013															
FLOWS															
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
Total	1000m3	63.197	52.003	84.784	110.888	67.356	62.736	49.783	46.368	50.537	76.552	93.653	58.043	815.900 Total	
Avg day flow	1000m3/d	2.039	1.857	2.735	3.696	2.173	2.091	1.606	1.496	1.685	2.469	3.122	1.872	2.235 Average	
Max day flow	1000m3/d	2.980	2.894	5.497	5.481	3.351	2.928	2.547	2.076	2.379	3.823	4.426	2.428	5.497 Maximum	
BYPASS															
Primary Volume	1000m3	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	
Time	hrs.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.000 Total	
Secondary Volume	1000m3	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	
Time	hrs.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.000 Total	
Tertiary Volume	1000m3	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	
Time	hrs.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.000 Total	
RAW SEWAGE															
														ANNUAL AVERAGE	
BOD5	mg/l	141	122	92	63	94	42	75	75	76	55	42	86	80	
TSS	mg/l	152	156	101	201	131	37	67	65	73	56	41	88	97	
TKN	mg/l	25.3	28.7	16.2	13.0	18.8	17.8	23.1	27.6	19.8	14.8	11.4	20.5	19.7	
Total P	mg/l	4.2	2.9	2.0	1.8	2.1	1.7	2.3	3.0	2.5	1.8	1.1	2.4	2.3	
FINAL EFFLUENT															
														ANNUAL AVERAGE	Monthly Limits
CBOD5	mg/l	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.4	2.0	2.0	2.0	2.0	12.5
TSS	mg/l	2.0	2.0	2.0	2.4	2.0	2.0	3.0	2.0	2.0	2.0	2.0	2.0	2.1	12.5
TAN Monthly Average	mg/l	0.10	0.10	0.13	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	
TAN Monthly Limits	mg/l	6.00	6.00	6.00	6.00	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	6.00	Monthly Limits
TAN Daily Maximum	mg/L	0.10	0.10	0.20	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.20	
Total P	mg/l	0.14	0.10	0.09	0.14	0.21	0.27	0.26	0.13	0.35	0.24	0.15	0.09	0.18	0.37
Nitrite	mg/l	0.06	0.06	0.05	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.04	
Nitrate	mg/l	20.8	19.5	16.5	13.4	19.8	19.0	22.7	22.7	21.0	16.7	12.1	18.0	18.5	
pH (grab)		6.88	6.75	6.89	6.88	6.87	6.87	6.80	6.96	7.00	7.30	7.21	7.29	6.97	
Temperature (grab)		7.40	7.35	7.73	8.34	9.25	7.58	11.70	10.25	11.24	9.57	9.90	7.02	8.95	

Mt. Forest WPCP														
ANNUAL SUMMARY		FOR 2013												
CHEMICALS & SLUDGE HAULAGE														ANNUAL
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Alum Used	kg	3636.2	3216.6	3776.1	4,009.2	3,403.2	3,449.8	5,442.7	4,288.8	3,543.0	4,055.7	3,635.4	3,915.5	46372 Total
Alum Dosage	mg/l	57.8	60.9	46.9	34.9	48.3	51.9	99.1	82.8	65.6	54.5	38.0	63.0	58.7 Average
Sludge Haulage	m3					1011.2			2023.8					3035.0 Total
Total Solids	%	2.7	1.8	2.1	3.0	3.8	2.6	7.6	2.8	1.1	1.6	1.9	1.8	2.2 Average
BACTERIOLOGICAL DATA		2013												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Sample #1	# per 100 mL	2	4	10	4	2	2	2	2	2	2	2	2	2
Sample #2	# per 100 mL	2	4	6	2	2	46	2	2	2	2	2	2	2
Sample #3	# per 100 mL	2	2	2	2	2	2	2	2	4	2	2	2	2
Sample #4	# per 100 mL	2	2	2	2	2	2	2	2	2	2	2	2	2
Sample #5	# per 100 mL	2			0			2		2				2
Monthly Geo. Mean	# per 100 mL	2	3	4	2	2	4	2	2	2	2	2	2	
Annual Geometric Mean	# per 100 mL	2												
C. of A. Requirement	# per 100 mL	<200												

2013 Annual Report for
Mount Forest Water Pollution Control Plant
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Appendix B

Biosolids

2013

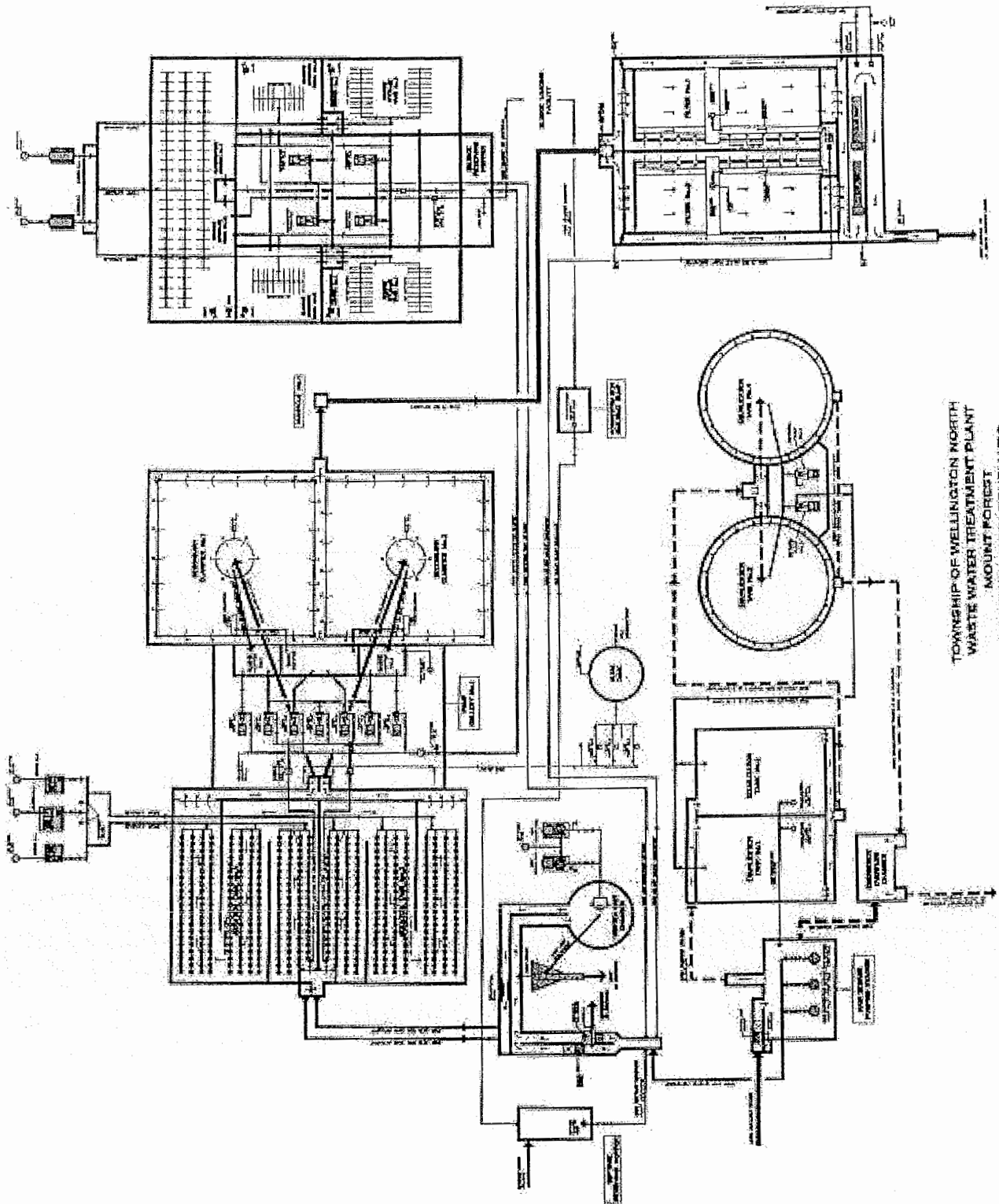
Mt. Forest WPCP														
ANNUAL SUMMARY FOR 2013														
SLUDGE QUALITY DATA - 2013														
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL AVERAGE
Nutrients														
Ammonia	mg/l	1.9	2.9	3.5	64.3	137.0	272.0	1.6	164.0	1.0	1.0	1.7	1.5	51.4
Phosphorus	mg/l	1200	640	750	1100	1600	920	280	1300	440	590	1400	750	916
Nitrate	mg/l	5.10	1.40	2.45	0.30	0.30	0.30	54.00	3.30	36.00	27.00	7.90	16.00	11.20
Ammonia + Nitrate	mg/l	7.0	4.3	6.0	64.6	137.3	272.3	55.6	167.3	37.0	28.0	9.6	17.5	62.6
TS	mg/l	27100	17800	20750	29750	37900	25600	7620	28000	11400	16400	19300	18100	22159
Metal Concentrations														
Copper	mg/l	14.00	7.70	9.20	13.50	21.00	11.00	2.90	16.00	4.80	6.70	16.00	9.10	11.04
Nickel	mg/l	0.60	0.50	0.45	0.60	0.90	0.50	0.10	0.70	0.20	0.30	0.60	0.30	0.49
Lead	mg/l	0.60	0.30	0.40	0.55	0.90	0.50	0.20	0.70	0.40	0.50	1.10	0.60	0.55
Zinc	mg/l	16.00	8.40	9.60	15.00	22.00	11.00	3.50	18.00	6.30	8.70	20.00	11.00	12.44
Arsenic	mg/l	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Cadmium	mg/l	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Cobalt	mg/l	0.05	0.05	0.05	0.06	0.08	0.05	0.05	0.06	0.05	0.05	0.05	0.05	0.05
Chromium	mg/l	2.00	1.10	1.30	2.00	2.90	1.60	0.50	2.30	0.80	1.20	2.70	1.40	1.65
Mercury	mg/l	0.025	0.012	0.023	0.051	0.061	0.035	0.006	0.032	0.012	0.028	0.035	0.022	0.030
Molybdenum	mg/l	0.20	0.10	0.10	0.20	0.30	0.20	0.10	0.30	0.10	0.20	0.30	0.10	0.18
Selenium	mg/l	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Copper	(Max. 1700)	516.61	432.58	440.35	452.70	554.09	429.69	380.58	571.43	421.05	408.54	829.02	502.76	488
Nickel	(Max. 420)	22.14	28.09	21.82	20.03	23.75	19.53	13.12	25.00	17.54	18.29	31.09	16.58	21
Lead	(Max. 1100)	22.14	16.85	19.73	18.47	23.75	19.53	26.25	25.00	35.09	30.49	57.00	33.15	26
Zinc	(Max. 4200)	590.41	471.91	463.08	502.07	580.48	429.69	459.32	642.86	552.63	530.49	1036.27	607.74	559
Arsenic	(Max. 170)	11.07	16.85	14.80	10.15	7.92	11.72	39.37	10.71	26.32	18.29	15.54	16.58	16
Cadmium	(Max. 34)	1.11	1.69	1.48	1.02	0.79	1.17	3.94	1.07	2.63	1.83	1.55	1.66	2
Cobalt	(Max. 340)	1.85	2.81	2.47	1.85	2.11	1.95	6.56	2.14	4.39	3.05	2.59	2.76	3
Chromium	(Max. 2800)	73.80	61.80	62.63	66.85	76.52	62.50	65.62	82.14	70.18	73.17	139.90	77.35	74
Mercury	(Max. 11)	0.92	0.67	1.06	1.73	1.61	1.37	0.79	1.14	1.05	1.71	1.81	1.22	1
Molybdenum	(Max. 94)	7.38	5.62	4.93	6.77	7.92	7.81	13.12	10.71	8.77	12.20	15.54	5.53	8
Selenium	(Max. 34)	11.07	16.85	14.80	10.15	7.92	11.72	39.37	10.71	26.32	18.29	15.54	16.58	16
SLUDGE HAULAGE BY SITE 2013														ANNUAL
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
NASM PLAN #														
Nasm Plan #21028						1011.2								1011.2
Nasm Plan #21482									2023.8					2023.8

2013 Annual Report for
Mount Forest Water Pollution Control Plant
Certificate of Approval No. 6134-73FHHU

Appendix C

Process Flow Schematic

2013



TOWNSHIP OF WELLINGTON NORTH
 WASTE WATER TREATMENT PLANT
 MOUNT FOREST
 PROCESS FLOW SCHEMATIC

2013 Annual Report for
Mount Forest Water Pollution Control Plant
Certificate of Approval No. 6134-73FHHU

Appendix D

Calibration Reports

2013



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

MultiRanger 100/200

Verification: Yes

Calibration:

Customer: OCWA

Plant: Mount Forest WPCP

Description: Effluent Flow

Date: 04-Sep-13

Manufacturer: Milltronics

Checked By: Jeremy Drake

Model: MultiRanger 200

Type: 9" Parshall Flume

Tag No.: LIT 001 Range: 0-245 l/s

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	7.99	7.99	0.125%
50%	12.00	11.99	11.99	0.083%
75%	16.00	16.00	16.00	0.000%
100%	20.00	19.99	19.99	0.050%

Confirmed Run Mode: Yes Returned to service: Yes

Setup Parameters:

Parameters

P001	Operation	6
P002	Material	1
P003	Speed	2
P004	Transducer	112
P005	Unit	3
P006	Empty	1600
P007	Span	1260
P600	Primary Measuring Device	1
P601	Exponent	1.53
P603	Max Head	600
P604	Max Flow	245
P606	Time Units	1
P806	Echo Strength	70
P807	Noise	12:21

Relays

Relay	Funtion	On	Off
Parameter	P111	P112	P113
Relay 1			
Relay 2			
Relay 3			
Relay 4			
Relay 5			
Relay 6			

Comments:

Signature: _____



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA

Plant: Mount Forest WPCP

Description: Pump Station Flow

Date: 04-Sep-13

Manufacturer: Krohne

Checked By: Jeremy Drake

Model: IFC 300W

Serial No: C08 0273

Tag No.: FIT 401

Application: Wastewater

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	8.00	8.00	0.000%
50%	12.00	12.00	12.00	0.000%
75%	16.00	15.99	15.99	0.062%
100%	20.00	19.99	19.99	0.050%

Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-300 l/s
 Pipe Size: 12"
 Pipe Material: Stainless Steel
 GK Value: 3.6471
 GKL Value: 7.295

Comments:

Verification of original calibration

Signature: 



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA

Plant: Mount Forest WPCP

Description: Sludge Loading

Date: 04-Sep-13

Manufacturer: Krohne

Checked By: Jeremy Drake

Model: IFC 020D

Serial No: 0427/03

Tag No.: FIT 106

Application: Sludge Loading

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	8.00	8.00	0.000%
50%	12.00	11.99	11.99	0.083%
75%	16.00	15.99	15.99	0.062%
100%	20.00	19.99	19.99	0.050%

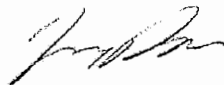
Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-90 l/s
 Pipe Size: 4"
 Pipe Material: Stainless Steel
 GK Value: 2.587

Comments:

Verification of original calibration

Signature: 



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA

Plant: Mount Forest WPCP

Description: Sludge Receiving Flow

Date: 04-Sep-13

Manufacturer: Krohne

Checked By: Jeremy Drake

Model: IFC 020D

Serial No: 0429/03

Tag No.: FIT 105

Application: Sludge

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	8.00	8.00	0.000%
50%	12.00	11.99	11.99	0.083%
75%	16.00	15.99	15.99	0.062%
100%	20.00	19.99	19.99	0.050%

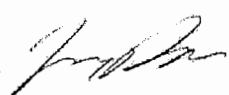
Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-100 l/s
 Pipe Size: 6"
 Pipe Material: Stainless Steel
 GK Value: 3.24

Comments:

Verification of original calibration

Signature: 



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA

Plant: Mount Forest WPCP

Description: Septage Receiving Flow

Date: 04-Sep-13

Manufacturer: Krohne

Checked By: Jeremy Drake

Model: Optiflux 2800

Serial No: C08 1357

Tag No.: FIT 104

Application: Septage

Input %	Input	As Found	As Left	% Error
0%	4.00	3.99	3.99	0.250%
25%	8.00	7.99	7.99	0.125%
50%	12.00	11.99	11.99	0.083%
75%	16.00	15.99	15.99	0.062%
100%	20.00	19.97	19.97	0.150%

Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-63 l/s
 Pipe Size: 4"
 Pipe Material: Stainless Steel
 GK Value: 2.7538

Comments:

Verification of original calibration

Signature: _____

107



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA

Plant: Mount Forest WPCP

Description: WAS 1 Pump Flow

Date: 04-Sep-13

Manufacturer: Krohne

Checked By: Jeremy Drake

Model: IFC 010D

Serial No: C08 0308

Tag No.: FIT 103

Application: WAS 1 Flow

Input %	Input	As Found	As Left	% Error
0%	4.00	4.01	4.01	0.250%
25%	8.00	8.00	8.00	0.000%
50%	12.00	12.00	12.00	0.000%
75%	16.00	15.99	15.99	0.062%
100%	20.00	19.99	19.99	0.050%

Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-30 l/s
 PipeSize: 3"
 Pipe Material: Stainless Steel
 GKL Value: 5.3725

Comments:

Verification of original calibration

Signature:



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA

Plant: Mount Forest WPCP

Description: RAS Pump 2 Flow

Date: 04-Sep-13

Manufacturer: Krohne

Checked By: Jeremy Drake

Model: IFC 010D

Serial No: C08 0272

Tag No.: FIT 102

Application: RAS 2 Flow

Input %	Input	As Found	As Left	% Error
0%	4.00	3.98	3.98	0.500%
25%	8.00	7.98	7.98	0.250%
50%	12.00	11.98	11.98	0.167%
75%	16.00	15.98	15.98	0.125%
100%	20.00	19.97	19.97	0.150%

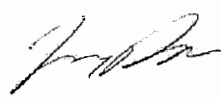
Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-50 l/s
 Pipe Size: 4"
 Pipe Material: Stainless Steel
 GKL Value: 5.4975

Comments:

Verification of original calibration

Signature: 



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA

Plant: Mount Forest WPCP

Description: RAS Pump 1 Flow

Date: 04-Sep-13

Manufacturer: Krohne

Checked By: Jeremy Drake

Model: IFC 010D

Serial No: C08 0284

Tag No.: FIT 101

Application: RAS Flow

Input %	Input	As Found	As Left	% Error
0%	4.00	4.01	4.01	0.250%
25%	8.00	8.01	8.01	0.125%
50%	12.00	12.01	12.01	0.083%
75%	16.00	16.00	16.00	0.000%
100%	20.00	19.99	19.99	0.050%

Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-50 l/s
 Pipe Size: 4"
 Pipe Material: Stainless Steel
 GKL Value: 5.5354

Comments:

Verification of original calibration

Signature:



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification:

Calibration: Yes

Customer: OCWA

Plant: Durham St. SPS

Description: Pump Station Flow

Date: 04-Sep-13

Manufacturer: Krohne

Checked By: Jeremy Drake

Model: IFC 100 W

Serial No: C10 4591

Tag No.: FE - 1

Application: Wastewater

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	7.99	7.99	0.125%
50%	12.00	12.00	12.00	0.000%
75%	16.00	15.99	15.99	0.062%
100%	20.00	19.99	19.99	0.050%

Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-250.00 l/s
 Pipe Size: 12"
 Pipe Material: Stainless Steel

Comments:

Empty pipe detection turned on.
4.00 mA output on error.

Signature:



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

Magmeter

Verification: Yes

Calibration:

Customer: OCWA

Plant: Cork St. SPS

Description: Cork St. Station Flow

Date: 04-Sep-13

Manufacturer: Endress + Hauser

Checked By: Jeremy Drake

Model: Promag 50

Serial No: D6020C16000

Tag No.: FIT 101

Application: Pump Station Flow

Input %	Input	As Found	As Left	% Error
0%	4.00	4.01	4.01	0.250%
25%	8.00	8.00	8.00	0.000%
50%	12.00	12.00	12.00	0.000%
75%	16.00	16.00	16.00	0.000%
100%	20.00	20.00	20.00	0.000%

Confirmed Run Mode: Yes Returned to service: Yes

Flowmeter Information:

Meter Type: Magnetic
 Flow Unit: l/s
 Flow Range: 0-200 l/s
 Pipe Size: 8"
 Pipe Material: Stainless Steel
 Cal Factor: 1.0427

Comments:

Verification of original calibration

Signature:



465 Clair Road West
 Guelph, Ontario, N1L 1R1
 Phone: 519-766-1152
 Fax: 519-766-1153
 www.hollencontrols.ca

Instrument Report

MultiRanger 100/200

Verification: Yes

Calibration:

Customer: OCWA

Plant: Mount Forest WPCP

Description: Influent Flow

Date: 04-Sep-13

Manufacturer: Milltronics

Checked By: Jeremy Drake

Model: MultiRanger 200

Type: 9" Parshall Flume

Tag No.: LIT 001

Range: 0-245 l/s

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	7.99	7.99	0.125%
50%	12.00	11.99	11.99	0.083%
75%	16.00	15.98	15.98	0.125%
100%	20.00	19.98	19.98	0.100%

Confirmed Run Mode: Yes

Returned to service: Yes

Setup Parameters:

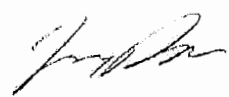
Parameters

P001	Operation	6
P002	Material	1
P003	Speed	2
P004	Transducer	112
P005	Unit	3
P006	Empty	863
P007	Span	570
P600	Primary Measuring Device	1
P601	Exponent	1.53
P603	Max Head	600
P604	Max Flow	245.6
P606	Time Units	1
P806	Echo Strength	73
P807	Noise	13:19

Relays

Relay	Funtion	On	Off
Parameter	P111	P112	P113
Relay 1			
Relay 2			
Relay 3			
Relay 4			
Relay 5			
Relay 6			

Comments:

Signature: 



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF March 24 2014**

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

SUBJECT: 2014 Gravel Crushing Tender

RECOMMENDATION

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

AND FURTHER THAT Council approves awarding the tender for the Gravel Crushing to B & B Custom Crushing for a cost of \$1.70 per tonne + HST for a total cost of \$42,500 + HST;

AND FURTHER THAT this cost being funded from the maintenance gravel budget.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Request for Tender 2014-05 Tender for the Gravel Crushing


BACKGROUND

The Township of Wellington North requested tenders for crushing gravel from the designated Township gravel pits; approximately 15,000 tonne from the Excel Pit and 10,000 tonne from the Ferguson Pit. That is 25,000 tonnes total to crush and stock pile Granular "A" that 100% will pass through a 26.5 mm sieve to produce road maintenance gravel. The crushing must be completed by June 29, 2014. The following tenders were received

Business Tendering	Total Price/Tonne + (HST)
Donegans Haulage	\$1.70
Hanna and Hamilton Construction Company	\$2.08
Joe Kerr Construction Ltd.	\$1.78
The Murray Group	\$2.04
B & B Custom Crushing	\$1.70

Two contractors came in at the same price, both being equal the preferred Contractor is B&B Custom Crushing as they did the work last year.

Total cost of the gravel crushing will be \$42,500 + HST and will be funded from the maintenance gravel budget. This is a reduction in price compared to the 2013 season.

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



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 24, 2014**

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

SUBJECT: Winter Road Maintenance Guidelines

RECOMMENDATION

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

AND FURTHER THAT Council directs staff to distribute this information to staff and the public as a guideline for winter road maintenance information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

O'Donnell severance dated Sept 23, 2013

BACKGROUND

The Council of the Township of Wellington North directed staff to review and update the Winter Road Maintenance information. The document has been completed and reflects the current practices for Winter Road Maintenance. It will be used as a guideline for the staff of the Public Works Department and other department employees.

This information will be put on the Township of Wellington North web site as well as be made available to staff and the public as a booklet. A review of the services provided by Township staff with regards to sidewalk maintenance will take place over the next few months and will be brought and discussed with Store Owners. This information will also be used for training purposes for new hires and seasonal roads staff.

PREPARED BY:

RECOMMENDED BY:

**DEB ZEHR
DIRECTOR OF PUBLIC WORKS**


**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



Winter Road Maintenance Information

WINTER CONTROL FOR ROADS WITHIN THE TOWNSHIP OF WELLINGTON NORTH

The Township of Wellington North is responsible for the maintenance of 331kms of roads. We annually use approximately 5,600 tonnes of sand (including approx. 700 tonnes of recycled sand) and 500 tonnes of salt.

The Township is committed to providing safe roads for the traveling public during the winter season. The Township tries to utilize methods that are efficient, economical and environmentally friendly to achieve this goal.

This document outlines the Township's methods and procedures used for road maintenance during the winter months.

CONTACT LIST

1.	Twp. Office Kenilworth	Director of Public Works Deb Zehr	519-848-3620 (O)
	Arthur Twp. Works Yard	Road Superintendent Dale Clark	519-848-2790 (O)
3.	Arthur Village Works Yard	Foreman Andy Morrison	519-848-2340 (O)
4.	Mount Forest Works Yard	Foreman Gary Matthews	519-323-2641(O)
		Plowing Contractor John Reeves	519-323-1241(O)
5.	West Luther Works Yard	Foreman David Hill	519-848-3450 (O)
6.	Conn	Plowing Contractor Jim Robinson	519-323-4577

OTHER CONTACTS

Hwy 6 & 89 Connecting Link	Miller Group Frank Artuso – Shelburne Yard Area Rep. frank.artuso@millergroup.ca	1-888-222-2640 519-925-4325 (O) 519-925-4399 (Fax)
MTO Contractor Kings Hwy Hwy 6 S to Fergus Hwy 6 N to Tobermory Hwy 89 W to Harriston	Dave Chessell Operation Mngr dave.chessell@imos.ca Robert McInnis Maintenance Coordinator Rob.McInnis@ontario.ca	519-348-4951 (O) 519-348-0600 (F) 519-372-4035 519-376-6842 (Fax)
Wellington County:	Paul Johnson Operations Manager paulj@wellington.ca Doug Shaw Acting Area Supervisor	519-837-2601 x 2230 519-848-2124

Road Closure Contacts:	EMS Arthur EMS – Mount Forest OPP Arthur Office	110 Smith Street 382 Main Street North Use Mount Forest #
	OPP Mount Forest Office	519-323-3130
Fire Stations:	Arthur Mount Forest	519-848-3500 519-323-1441
Wellington Dufferin Student Transportation Admin Services	Mary Anne Pettitt maryanne@stwdsts.ca	1-888-292-2224(O) 519-824-4119(O) 519-822-9097 (Fax)

BOUNDARY CONTACTS

Southgate	Public Works Manager Jim Ellis	519-923-2110 ext 224 1-888-560-6607 1-519-923-9262 (Fax)
West Grey	Director of Infrastructure & Public Works Ken Gould	519-369-2200 x 227(O)
Minto	Roads Foreman Mike McIsaac mike@town.minto.on.ca	519-338-2511(O) 519-338-2005 (Fax)
East Luther Grand Valley	Public Works Superintendent Glenn Sterrett gsterrett@townofgrandvalley.ca	1-519-928-5652(O) 1-519-928-3140(Shed#) Fax:1-519-928-2275
Centre Wellington	Roads Superintendent, Public Works Les Davidson After hour's emergency:	519-846-9801(O) 1-888-886-9281
Mapleton	Director of Public Works info@town.mapleton.on.ca	1-519-638-3313 ext 26(O)
Salt Supplies	Sifto Salt Kim	1-800-268-2420
Sand Supplies	Murray Group	519-323-4411

NOTE:

Within the Township, Highway #6 and #89 are maintained by the Ministry of Transportation of Ontario with patrolling/maintenance being provided out of the Arthur MTO Yard.
The Wellington County Roads within the Township are patrolled and maintained from the Arthur County Yard.
The Township of Wellington North provides winter maintenance for Wellington County on County Road #15 in West Luther and Sligo Road in Mount Forest.

EQUIPMENT AND MATERIAL

Three of the four Township Work Yards have a sand/salt storage building on site. All three yards use the same mixture of winter sand/salt materials. The Village of Arthur obtains its winter sand from the West Luther Yard.

All storage buildings have sufficient capacity so that we do not need to re-charge them with sand during the winter season. We fill our sand sheds with our winter sand/salt mix during the month of August so the sand is dry when being mixed. This also allows for the clean-up, after the mixing/stacking process, to be done more efficiently.

The winter sand/salt used on rural Township roads is mixed with 7% salt. Winter sand/salt used on urban Township roads is mixed with 10% salt. Pure salt is never applied to roads maintained by Township equipment.

Material is applied to the rural Township roads at a rate of 150kg/km to 750kg/km depending on weather conditions. It takes approximately 8 tonnes of sand/salt to cover the Village of Arthur and approximately 14 tonnes to cover the Town of Mount Forest for each winter event.

The tandem plow trucks when loaded with sand/salt carry enough material to complete each individual route. In Arthur Village the single axle sander/plow truck carries enough material to cover the roads within the Village. In Mount Forest it takes two single axle sander/plow truck loads to cover the roads within the Town.

All sander/plow trucks are equipped with Dickey-John controls to ensure uniform sand/salt application rates. The Dickey-John controls are calibrated every Fall prior to the winter season and each plow route is bench marked for time and material used per trip at the start of the season. This information is compared to the previous year's information to ensure consistency.

YARD LOCATIONS

Location	Yard #'s	
Arthur Township Yard: 7490 SDRD # 7 West, Kenilworth	519-848-2790	Dale Clark
Arthur Village Yard: 488 Eliza Street, Arthur	519-848-2340	Andy Morrison
Mount Forest Yard: 381 Main Street North, Mount Forest	519-323-2641	Gary Matthews
West Luther Yard: 8987 Wellington County Road #16	519-848-3450	David Hill

EQUIPMENT LIST

Arthur Township Yard
3 tandem sander/plow trucks
2 graders
1 loader

Mount Forest Yard
1 single axle sander/plow truck
1 tandem sander plow truck
1 backhoe
1 tractor and blower
2 sidewalk maintainers

Arthur Village Yard
1 single axle sander/plow truck
1 backhoe
1 tractor and blower
1 sidewalk maintainer

West Luther Yard
3 tandem sander/plow trucks
2 graders
1 loader

SNOW PLOW ROUTES

The Township's rural roads are split into six plow routes. Three routes are run out of the Arthur Township Yard and three routes are run out of the West Luther Yard. The rural plow routes and related information are attached to Schedule "A".

Note: Although included in a rural plow route, snow removal in the Village of Conn is done by a contractor using a tractor and blower. The Township truck is then used to complete the street sanding.

In the Village of Arthur, the plow truck starts on the roads Northeast of Smith/George Street and progresses towards roads Southwest of Smith/George Street.

Mount Forest is split into five sections and are listed in the order of plowing:

- 1) North of Hwy#89 and West of Hwy#6
- 2) North of Hwy #89 and East of Hwy #6
- 3) South of Hwy #89 and East of Hwy #6
- 4) South of Hwy #89 and West of Hwy #6 and
- 5) Fringe roads including roads East of Egremont Street, Sligo Road including roads North of Sligo Road and roads south of the Saugeen River.

Note: A contractor is also hired with a pay loader equipped with a two-way blade to assist with the plowing of subdivisions, dead-end streets and municipal parking lots. A Township truck is then used to sand those streets.

SIDEWALK MAINTENANCE

The Township Work Yards in the Village of Arthur and the Town of Mount Forest are responsible for the winter maintenance of the sidewalks in their respective areas. Arthur has approximately 13kms of sidewalk and Mount Forest has approximately 20kms of sidewalk. Only the sidewalks within these two urban areas are maintained by the Township during the winter months.

Winter maintenance is accomplished by the use of one sidewalk maintainer in Arthur and two sidewalk maintainers in Mount Forest. Operations include sweeping, plowing with a two-way blade, blowing and the application of abrasive materials when required.

Pure salt is spread on the sidewalks in the downtown cores only. The other sidewalks do not receive sand or salt unless extreme conditions occur (ice/sleet storm).

Snow is removed on a regular basis from the sidewalks and curb lines in the downtown cores of Arthur and Mount Forest. The Foreman for each area decides when the snow removal will be done based on factors as public safety, snow accumulation and weather forecasts. The work is generally done between the hours of 2am and 6am using a large tractor/blower to load trucks. Each urban area has a snow dump site and the snow is hauled to the respective sites. Each Spring, once the snow pile melts the litter and debris is collected from these sites and then disposed of in the appropriate manner.

In certain circumstances when sidewalks are located on both sides of a street, outside of the downtown cores, the Township may choose to maintain the sidewalk on only one side of the street. This decision is based on location, safety issues for pedestrians/vehicles and snow accumulations in that area.

Occasionally, snow may be removed from the boulevards, along secondary streets when the accumulation of snow creates safety concerns, visibility issues and/or interferes with the normal snow plowing of the road or sidewalk.

BOUNDARY ROADS

The Township has written Boundary Road Agreements with the Townships of Centre Wellington, East Luther Grand Valley, Mapleton and Southgate.

Township of Centre Wellington

The Township of Centre Wellington maintains Sideroad #25 from County Road #16 East to the E/W Garafraxa Townline. Wellington North maintains Sideroad #25 from County Road #16 West to Jones Baseline.

Township of Mapleton

The Township of Mapleton maintains Sideroad #6 from County Road #109 South to the Eighteenth Line, the Eighteenth Line from Sideroad #6 East to Sideroad #12 and Sideroad #12 from the Eighteenth Line North to Highway #6. Wellington North in turn maintains Sideroad # 9 from Highway #6 East to Jones Baseline, Jones Baseline from Sideroad #9 South to Sideroad #25.

Township of East Luther (Dufferin County)

The Township's of East Luther, Grand Valley and Wellington North alternate years when it comes to performing the maintenance on the two blocks of the East/West Luther Townline that are open year round from Line #4 South to County Road #109, Line 12 north to Highway # 89.

Township of Southgate (Grey County)

The Township of Southgate maintains Southgate #41 from Southgate Road #04 South to the intersection of Wellington Street East. Wellington North maintains London Road from the intersection of Owen Road South to past Albert Street to the dead end.

EXTERNAL AGREEMENTS FOR ROAD MAINTENANCE

County of Wellington

Wellington County annually contracts with Wellington North to perform winter maintenance on County Road #15 from County Road #16 East to the East/West Luther Townline.

Wellington County annually contracts with Wellington North to perform winter maintenance on Sligo Road in Mount Forest. Since this is a boundary road with West Grey and Southgate, Wellington North has agreements with them to provide the required winter maintenance. Wellington North maintains Sligo Road from Highway #89 going East to the intersection of London Road and Southgate maintains Sligo Road from the intersection of London Road going east to the intersection of Southgate Road #04.

County of Grey

Wellington North annually contracts with the County of Grey to maintain Wellington North's half of the boundary road known as Grey Road #109 for a distance of approximately 1.0 kms East of Highway #6.

Ministry of Transportation (MTO)

Wellington North signs annual agreements with the Ministry of Transportation for the Ministry to supply winter maintenance (plowing and sanding) for the highways within the limits of the Connecting Links for the Village of Arthur and the Town of Mount Forest. These agreements run from November 1st to April 1st the following year. In Arthur the agreement covers 1.9 kms of Highway #6 within the Village boundaries and in Mount Forest the agreement covers a total of 5.8 kms for Highway #6 and Highway #89 within the Town boundaries.

HIGHWAY AND COUNTY ROAD CLOSURES

The MTO supplies "Road Closed Signs" to the contractor for the MTO to be used on their respective roads for emergency road closures. Highway closures only occur as a result of notification from the MTO or OPP.

OPERATOR RESPONSIBILITIES

The Township of Wellington North has twelve full time staff and six temporary contract employees working for the Township during the winter season. Annually, prior to the start of the winter season, the Director of Public Works arranges for training related to winter operations and requires all staff involved in winter operations to participate in this training.

The Foreman or designate from the Works Yard in Arthur, the Foreman or designate from the Works Yard in Mount Forest and a Foreman or designate responsible for the rural roads maintained out of the Arthur Township and West Luther Township Yards are on-call seven days a week during the winter season to provide patrolling and to respond to emergency situations on their respective roads. Week-end patrolling is done at alternated intervals appropriate for the weather conditions.

Daily patrols for the winter season normally begins November 15th and ends by April 15th the following year.

The person on-call is required to keep records of his patrolling activities. All equipment operators are required to keep daily logs which include information on which roads were maintained, the times at which the work was completed, the type of work performed, kilometers driven/truck or hours/grader. The quantity of sand/salt placed on the roads is also recorded.

Equipment operators must operate the Township's equipment in a safe and appropriate manner at all times.

Loader operators are responsible to not overload trucks, to reduce spillage of sand while loading and to clean up the loading area each time trucks are loaded.

Truck drivers are responsible for vehicle inspections and general vehicle maintenance.

It is every Works Department employee's responsibility:

- a) to ensure that the Township roads are maintained in accordance to the "Minimum Maintenance Standards" for Municipal Highways" and to inform their supervisor of any safety concerns that need to be addressed.
- b) to ensure that the guidelines in the Township's "Salt Management Plan" are followed.
- c) to comply with the Township's Occupational Health and Safety Policy; and
- d) to follow the Employment Standards Act and the Hours of Work for drivers set out in the Highway Traffic Act.

GENERAL

Each Spring the sand swept off of the urban streets is re-screened and re-mixed with salt to be re-used as winter sand for the following winter season.

All trucks and graders have two-way radios for internal communication and as well the radios are programmed to be able to communicate with Wellington County and the Townships within the County bordering on Wellington North. This allows for better co-ordination of boundary road maintenance during severe weather conditions.

The Rural Foremen meet each Fall with the Upper Grand District School Board to discuss bussing issues and communication methods to be used when storm conditions occur that affect school bussing on Township roads.

The Director of Public Works, Work Superintendent and the Foremen have had training, are familiar with and participate in the Township's Emergency Plan to ensure an effective response should an emergency take place.

In December 2002, the Council of the Township of Wellington North adopted by resolution the "Minimum Maintenance Standards for Municipal Highways" in accordance with their traffic volumes, the Township roads can be identified as either Class 4, 5 or 6 roads. The appropriate guidelines for each class are followed when responding to the various maintenance activities including winter maintenance, as set out below

Minimum Maintenance Standards For Municipal Highways

Classification of Highways							
Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (Kilometers per hour)						
		90	80	70	60	50	40
15,000 or more	1	1	1	2	2	2	2
12,000 - 14,999	1	1	1	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	3	3
5,000 - 5,999	1	2	2	3	3	3	3
4,000 - 4,999	1	2	3	3	3	3	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	4	4
1,000 - 1,999	1	3	3	3	4	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	5	5	5
50 - 199	1	3	4	5	5	5	5
0 - 49	1	3	6	6	6	6	6

ROUTINE PATROLLING FREQUENCY					
	Class 1	Class 2	Class 3	Class 4	Class 5
Routine Patrolling Frequency	3 times every 7 days	2 times every 7 days	Once every 7 days	Once every 14 days	Once every 30 days
Snow Accumulation	Depth: 2.5 cm Time: 4 hours	Depth: 5 cm Time: 6 hours	Depth: 8 cm Time: 12 hours	Depth: 8 cm Time: 16 hours	Depth: 10 cm Time: 24 hours
Icy Roadways	Time: 3 hours	Time: 4 hours	Time: 8 hours	Time: 12 hours	Time: 16 hours

Note: Guidelines used by the Township's staff when responding to winter events/conditions on various road classes are as follows:

RECOMMENDED TREATMENTS FOR ROAD CLASS "A" ASPHALT AND SURFACE TREATMENT

	Temperature Range	Type of Precipitation	Road Surface Condition	Activity	Beginning of Storm	During Storm	After Storm
1	Any Temperature	Dry or Wet Snow	Snowpacked to Centre Bare	Plowing	Yes-8 cm maintain snowpacked to centre bare conditions	Yes-8 cm maintain snowpacked to centre bare conditions	Yes - Wing back shoulders, cleanup intersections
				Sanding	Only if required- on hills, curves, and hazardous locations		Yes, mainly on hills, curves & intersections
2	Any Temperature	Sleet, Rain or Freezing Rain	Icing and/or snowpacked to centre bare	Plowing	No	No	Remove Slush, Accumulation
				Sanding	Occasionally on hills and intersections	Yes, Continuous or on slippery roads	

RECOMMENDED TREATMENTS FOR CLASS “4” GRAVEL ROADS

1	Any Temperature	Dry or wet snow	Snowpacked	Plowing	Yes – 8 cm maintain Snowpacked	Yes – 8 cm maintain Snowpacked	Yes-wing back shoulders, clean up intersections
				Sanding	No		Yes, mainly on hills, curves, intersections
2	Any temperature	Sleet, Rain or freezing rain	Icing and/or snowpacked	Scarify	No	Yes – On snowpacked and slippery sections	
				Sanding	Occasionally on hills and intersections	Yes- Mainly on hills, curves and intersections	

Recommended treatment for various conditions outlined in this chart should be used in most cases. However, wind and unusual temperature fluctuations may necessitate departure from the recommended procedures.

Township does not provide 24 hour service.

Rural area plowing normally starts at 5 am except in Mount Forest where the plowing normally starts at 2 am and Arthur Village plowing normally starts at 4 am.

Township does not use pure salt applications at any time.

RECOMMENDED TREATMENTS FOR ROAD CLASS “5 AND “6” GRAVEL SURFACE

	Temperature Range	Type of Precipitation	Road Surface Condition	Activity	Beginning of Storm	During Storm	After Storm
1	Any Temperature	Dry or Wet Snow	Snowpacked	Plowing	Yes-10 cm maintain to Snowpacked condition	Yes-10 cm maintain to Snowpacked condition	Yes – Wing Back Shoulders, cleanup intersections
				Sanding	No		Yes – Mainly on hills, curves and intersections
2	Any Temperature			Scarify	No	Yes – on snowpacked and slippery sections	
				Sanding	Occasionally on hills and intersections	Yes – Mainly on hills, curves and intersections	

Recommended treatment for various conditions outlines in this chart should be used in most cases. However, wind and unusual temperature fluctuations may necessitate departure from the recommended procedures.

Township does not provide 24 hour service.

Rural area plowing of routes normally starts at 5 am except in Mount Forest where the plowing normally starts at 3 am and Arthur Village plowing normally starts at 4 am.

Township maintains Class “4” roads first but may include Class “5” and “6” gravel roads in Class “4” plow routes.

Township does not use pure salt applications at any time.

Schedule A

“PLOW ROUTES FOR RURAL ROADS”

The following information is representation of what occurs when an average storm event occurs. Route plowing times and material usage may all vary depending on the temperature/wind conditions that occur during any storm event.

When required, plowing generally commences by 5am from each rural yard.

Kenilworth Work Yard

Roads maintained out of the Kenilworth Work Yard are within the former Arthur Township boundaries. Winter maintenance is performed on these roads by using three plow routes which are identified on the attached map as Routes A, B & C.

	<u>Route Length</u>	<u>Plowing Time</u>	<u>Material Used</u>
Route “A” Info	64 kms	4 hours	7 tonnes
Route “B” Info	61 kms	4 hours	7 tonnes
Route “C” Info	60 kms	4 hours	4 tonnes

West Luther Work Yard

Roads maintained out of the West Luther Work Yard are within the former West Luther Township boundaries but also include a number of roads located South of Wellington County Road #109 in the former Township of West Garafraxa. Winter maintenance is performed on these roads by using three plow routes identified on the attached map as Routes 1, 2 & 3.

	<u>Route Length</u>	<u>Plowing Time</u>	<u>Material Used</u>
Route “1” Info	55 kms	3.5 hours	7 tonnes
Route “2” Info	55 kms	3.5 hours	7 tonnes
Route “3” Info	45 kms	3.5 hours	4 tonnes

Note:

- Village of Arthur and Town of Mount Forest maps are attached for information. Please refer to “Snow Plow Routes” Tables.
- When required, plowing will commence at 4am in the Village of Arthur and takes approximately 5 hours to complete. Plowing in the Town of Mount Forest commences at 2am and takes approximately 7 hours to complete.



Arthur

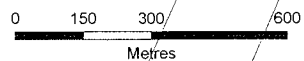
Township of Wellington North



Plow routes
- County
- MTO
Twp

Date Printed: March 17, 2014.
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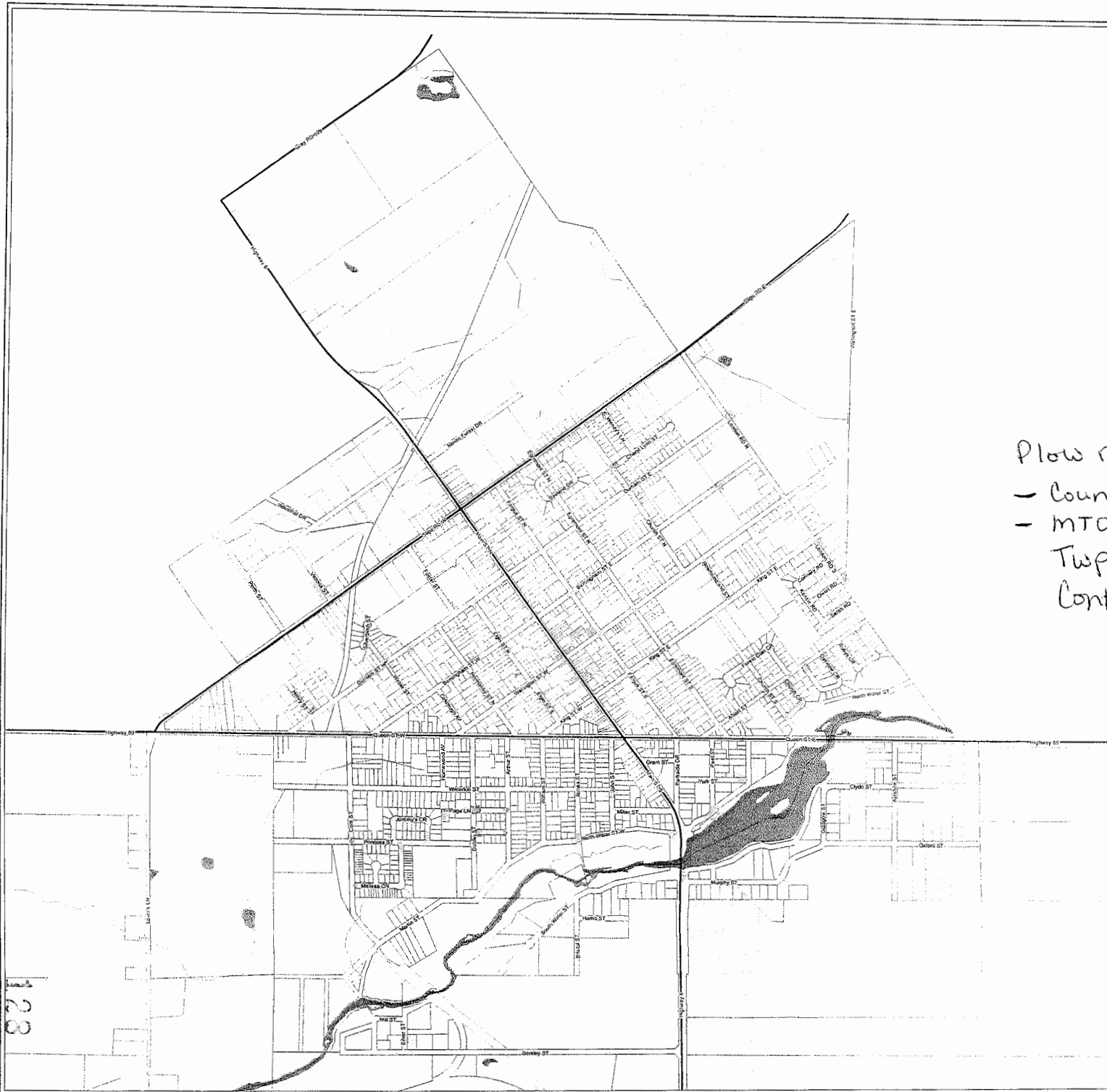
Sources:
Parcels: County of Wellington
Planning and Development
Department 2014.



100

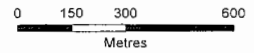
MOUNT FOREST

Township of Wellington North



Plow routes.

- County
- MTO
- Twp
- Contractor



Date Printed: March 17, 2014.
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Sources
Parcels: County of Wellington
Planning and Development
Department 2014.

128

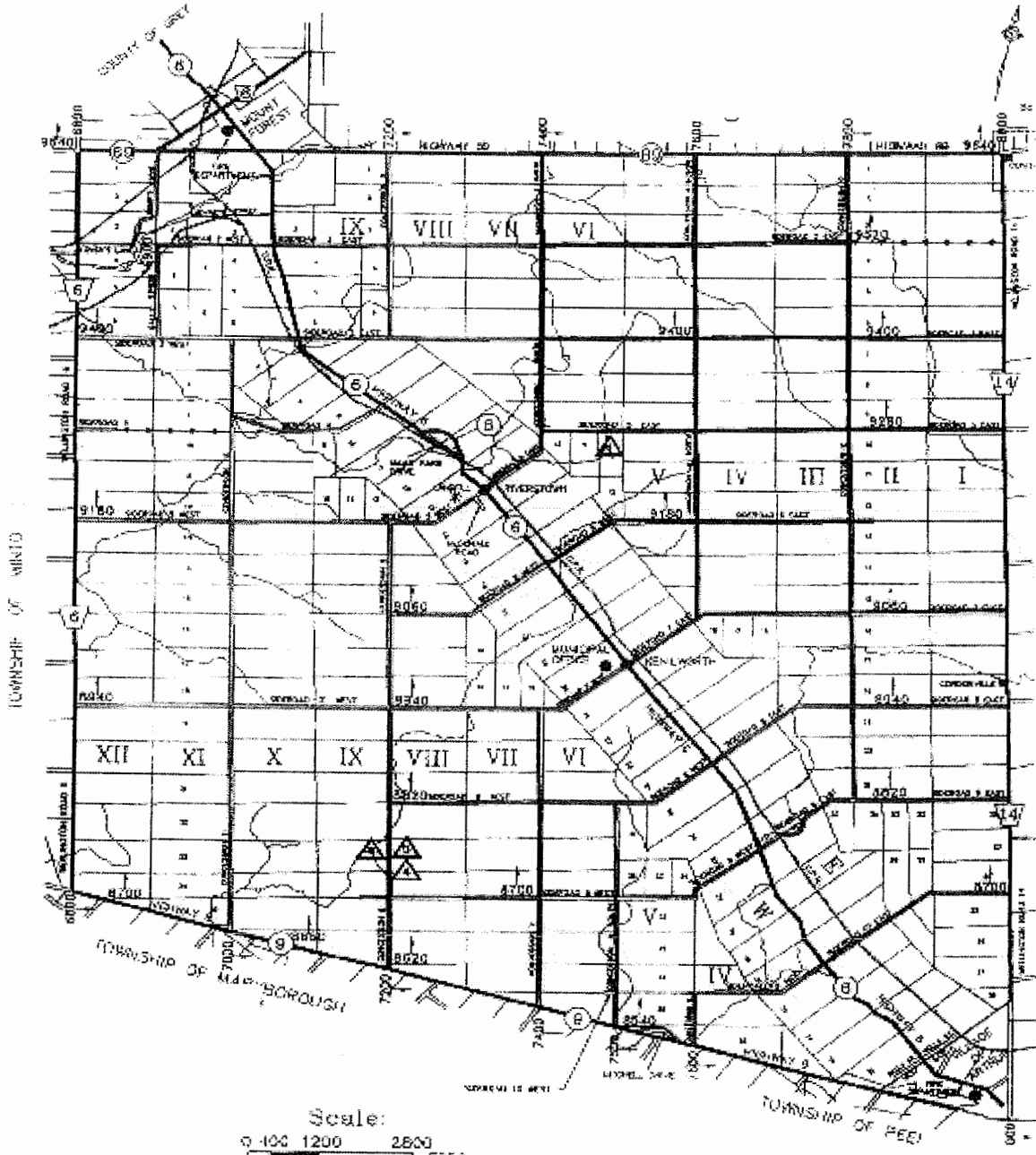
Kenilworth Works Yard

Route "A" ■

Route "B" ■

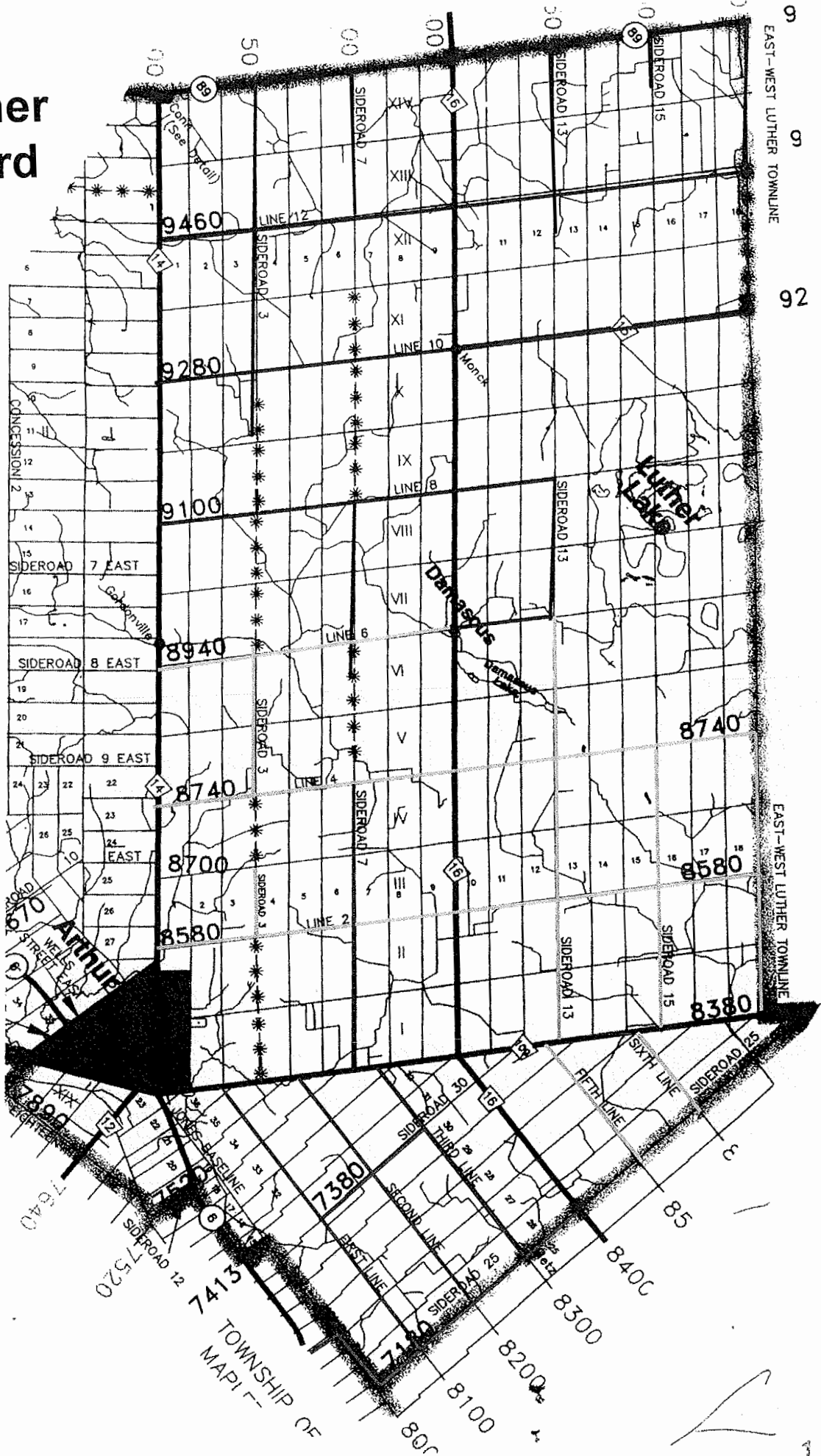
Route "C" ■

••• - No Winter Maintenance



West Luther Works Yard

- Route 1
- Route 2
- Route 3





Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 24, 2014**

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

SUBJECT: Frederick St. Project MOE and Design Approval

RECOMMENDATION

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

AND FURTHER THAT Council authorizes staff to direct Triton Engineering to proceed with obtaining approvals from the Ministry of the Environment for the sanitary, gravity sewer and force main prior to proceeding to final design to allow for tendering of the Frederick St project.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

BACKGROUND

The Council of the Township of Wellington North was presented information on the Frederick St. project from the County of Wellington. From that meeting questions about the project were brought forward and a public open house was held to inform the public on the sanitary, water and road re-construction project.

This project has been on the books for a number of years and the County has waited to proceed with this project. Sanitary, gravity sewer and force main approvals need to be submitted to the Ministry of the Environment. The design for this project will also need to be completed as it was taken to the preliminary stage but never to the tender stage.

In order to meet tight project deadlines if this project were to proceed staff are looking for Council's approval to direct Triton Engineering to proceed with obtaining the necessary sanitary approvals and to complete the design to the tender stage in advance of approval of the 2014 Budget.

The costs to proceed with the approvals and the design to tender stage would be \$40,000 and would be funded from the respective roads, water and sewer capital budgets assuming the project is approved as part of the 2014 Budget.

See attached document for the breakdown of project costs.

PREPARED BY:

RECOMMENDED BY:



**DEB ZEHR
DIRECTOR OF PUBLIC WORKS**

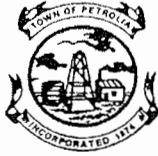
**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

**Frederick Street Reconstruction,
George Street to Eliza Street, Arthur
Revised Cost Sharing Breakdown Summary**

M5967
October 10, 2013

Description	Township of Wellington North	County of Wellington
Roads and Drainage	\$270,000.00	\$430,000.00
Sanitary Sewers	\$270,000.00	-
Sanitary Forcemain	\$440,000.00	-
Waterworks	\$580,000.00	-
Engineering / MOE / Geotech for remaining works up to Tender Call	\$40,000.00	\$8,000.00
Estimated Total *	\$1,600,000.00	\$438,000.00
 Option No. 1 - Pedestrian Signals *	 -	 \$140,000.00
Option No. 2 - Roundabout *	-	\$200,000.00

* Estimate includes Engineering / Contingency / HST



THE CORPORATION OF THE TOWN OF PETROLIA
411 Greenfield Street
P.O. Box 1270
PETROLIA, Ontario
Canada N0N 1R0

Telephone: 519-882-2350 FAX: 519-
882-3373
www.town.petrolia.on.ca

"Celebrating our Heritage. Investing in our Future"

March 5, 2014

Members of the Standing Committee on Regulations and Private Bills
c/o Valerie Quioc Lim, Committee Clerk
valerie_quioc@ontla.ola.org

Dear Ms. Valeri Quioc Lim,

Please be advised that during our regular meeting of Council on March 3, 2014, the below noted report went before Town Council, with the following motion passed;

- a) AMO – request for Action on Bill 69 – *The Prompt Payment Act, 2013*;

MOVED: Mary-Pat Gleeson

SECONDED: Liz Welsh

**"THAT the Council of the Town of Petrolia, support the request for Action on Bill 69 – The Prompt Payment Act, 2013 as received by AMO;
AND THAT the support resolution be forwarded to Ontario Municipalities"**

Carried
C - 18 – 03/03/2014

Yours truly,

Mandi Pearson
Deputy Clerk/Operations Clerk

cc: Ontario Municipalities (by email)

March 11, 2014

Wellington North Mayor: Ray Tout and Wellington North Council

Kenilworth, ON N0G 2E0

Subject: Requesting Approval for a 1 & 5 Kilometer Run in memory of Steven Hutchison (#GITFH)

I am working with my friends: Stuart & Myrna Hutchison to ask for Wellington North Council approval in organizing the 2nd annual; 1K and 5K run in combination with the Arthur Optimist July 1st Canada Day week-end festivities. As mentioned in the subject line, this run would be in memory of Stuart and Myrna's son, Steven.

All funds raised will be donated to mental health/suicide awareness and prevention.

Similar to last year's event we would obtain the necessary insurance certificates, as required and provide you copies in advance of race day.

The Arthur Optimist Club have once again agreed to this, as part of their Canada Day celebrations.

With last year's event proceeding smoothly we have kept the 1K and the 5K running/walking routes- **the same as last year**. Neither route cross Highway #6, as we do not wish to deviate major traffic on a long week-end.

This event would begin at 9:30/10:00 am, **Sat. June 28th** and end with a light lunch at the pavilion at approximately 11:30 am.

As soon as the start time is confirmed I will provide an update and keep you informed of this decision.

Should you require any additional information, please do not hesitate to contact me. I can be reached at my work place (7:30 – 4pm) daily by phone 519-824-4400, ex 302234, or via email: susan_oneill@cooperators.ca, or my home phone after 5pm: 519-848-2903.

Yours in volunteerism,

Susan O'Neill

180 Walton Street

Arthur, ON N0G 1A0

Cathy Conrad
Township of Wellington North

March 2014,

Dear Ms. Conrad,

On behalf of the Mount Forest Kin Club I am writing to you regarding our application to hold our annual Spring Road Toll.

As you may recall, this event is held on the May long weekend. This year we are proposing to run the event on the following days and times:

Friday May 16 – 4pm to 8 pm

Saturday May 17 - 8am to 1 pm

We are proposing to use the same routes and traffic control procedures as we successfully used last year (on the Thanksgiving long weekend).

I have arranged for our insurance company to fax you a copy of our insurance policy and to include the Township of Wellington North as “additional insured.”

If you have any questions please contact me at 519-884-0710 x3131 or email me (pbarnard@wlu.ca).

Thank-you

Paul Barnard
Risk Manager
Mount Forest Kin Club

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

BY-LAW NUMBER 18-14

BEING A BY-LAW TO PERMIT FUNDRAISING ACTIVITIES BY A CHARITABLE ORGANIZATION ON A ROADWAY UNDER THE SAFE STREETS ACT, S.O. 1999 IN THE TOWNSHIP OF WELLINGTON NORTH. (Mount Forest Kin Club Spring Road Toll – Main Street, Mount Forest)

AUTHORITY: Safe Streets Act, 1999, S.O. 1999, Chapter 8, as amended, Section 3(3).
Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 11(3)

WHEREAS Section 3(3) of the Safe Streets Act, 1999, S.O. 1999, Chapter 8, as amended, permits charitable organizations to conduct fund-raising activities on roadways where the maximum speed limit is 50 kilometres per hour, provided the activities are permitted by a by-law of the municipality in which the activities are conducted;

WHEREAS Section 11(3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides for passing of a by-law with respect to highways, including parking and traffic thereon for such period as shall be specified in the by-law;

AND WHEREAS the Mount Forest Kin Club is planning to hold their annual Spring Road Toll event on May 16, 2014 between the hours of 4:00 p.m. and 8:00 p.m. and on May 17, 2014 between the hours of 8:00 a.m. and 1:00 p.m.;

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

1. That the Mount Forest Kin Club is hereby permitted to hold their annual Spring Road Toll event on May 16, 2014 between the hours of 4:00 p.m. and 8:00 p.m. and on May 17, 2014 between the hours of 8:00 a.m. and 1:00 p.m. on Main Street South, Mount Forest between Queen Street and Parkside Drive.
2. That the Mount Forest Kin Club is hereby permitted to hold their annual Spring Road Toll event on May 16, 2014 between the hours of 4:00 p.m. and 8:00 p.m. and on May 17, 2014 between the hours of 8:00 a.m. and 1:00 p.m. on Queen Street East, Mount Forest between Main Street and Fergus Street.

3. That the Mount Forest Kin Club is hereby permitted to hold their annual Spring Road Toll event on May 16, 2014 between the hours of 4:00 p.m. and 8:00 p.m. and on May 17, 2014 between the hours of 8:00 a.m. and 1:00 p.m. on Queen Street West, Mount Forest between Main Street and John Street.
4. The effective date of this by-law shall be the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF MARCH, 2014.**

**RAYMOND TOUT,
MAYOR**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER/CLERK**

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

BY-LAW NUMBER 19-14

**BEING A BY-LAW TO TEMPORARILY CLOSE A PORTION OF
KING STREET EAST IN THE FORMER TOWN OF MOUNT
FOREST FOR A WEEKLY FARMERS' MARKET.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, c. 25, Section 42.

WHEREAS Section 42 of the Municipal Act, S.O. 2001, c. 25, as amended provides for the temporary closing of a street to vehicular traffic for such period as shall be specified in the by-law for such community purpose as may be specified in the by-law;

AND WHEREAS the Wellington North Farmers' Market Group is planning to conduct a weekly Farmers' Market and have requested that a portion of 320 King Street East, from Fergus Street to the Fairgrounds entrance in Mount Forest be closed to vehicular traffic on each Friday, from May 9 through to October 10, 2014 between the hours of 2:30 p.m. and 8:30 p.m.

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

1. That the portion of 320 King Street East, from Fergus Street to the Fairgrounds entrance in Mount Forest is hereby temporarily closed on each Friday, from May 9 through to October 10, 2014 between the hours of 2:30 p.m. and 8:30 p.m.
2. The effective date of this by-law shall be the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF MARCH, 2014.**

**RAYMOND TOUT,
MAYOR**

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

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

BY-LAW NUMBER 20-14

**BEING A BY-LAW TO APPOINT A TREASURER FOR THE
CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5(3) and 286.

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

AND WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 286 provides that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality.

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

1. That Paul Dowber is hereby appointed as Treasurer of The Corporation of the Township of Wellington North, responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including:
 - (a) collecting money payable to the municipality and issuing receipts for those payments, and
 - (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
 - (c) paying all debts of the municipality and other expenditures authorized by the municipality, and
 - (d) maintaining accurate records and account of the financial affairs of the municipality, and
 - (e) providing the Council with such information with respect to the financial affairs of the municipality as it requires or request, and

- (f) ensuring investments of the municipality are made in compliance with the regulations made under the Municipal Act, 2001 Section 418, and
 - (g) perform such duties as set out on Schedule "A" attached hereto which forms part of this by-law (Township of Wellington North – Treasurer – Finance Department.
2. This By-law shall come into force and take effect on the 31st day of March, 2014.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
24TH DAY OF MARCH, 2014.**

**RAYMOND TOUT,
MAYOR**

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

**TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 20-14
SCHEDULE "A"**



TOWNSHIP OF WELLINGTON NORTH

Department Administration
Position Title Treasurer
Reports To: Chief Administrative Officer
Location: Municipal Offices, Kenilworth

1. Purpose of Position:

The Treasurer is responsible for the Finance Department and all related legislated duties. As department head, the Treasurer is responsible for fulfillment of all departmental responsibilities and maintenance of budget. Working as part of the Interdepartmental Management Team, the Treasurer will assist the Chief Administrative Officer to ensure that service delivery and general government operations are carried out in a cost efficient, effective and customer friendly fashion and meeting all statutory obligations and municipal standards.

2. Specific Duties

a) Departmental Management

Responsible for the effective utilization of staff; and makes recommendations to the Chief Administrative Officer for proper use of personnel policies that govern the hiring, promotion, demotion, suspension, reassignment and dismissal of staff.

Exercises general direction over the Finance Department, including the development and training of Treasury staff and works closely with members of the Interdepartmental Management Team to ensure a high level of communication and co-ordination between departments on policy and operational issues.

b) Treasurer

Performs the statutory duties of the Treasurer as set out in the Municipal Act and other applicable legislation including preparation for and supervision of annual audit.

Prepares yearend Financial Statements, the Financial Information Return, and Municipal Performance Measurements Program report.

Develops and recommends annual operating and capital budgets to Council through the Chief Administrative Officer and when approved, administers the budget working closely with all departments throughout the budget year.

Calculates and recommends to Council the annual tax rate resulting from the budget.

Secures necessary banking services including borrowing arrangements.

Presents for Council approval all accounts payable. Co-signs cheques for accounts payable, as required, following approval by Council.

Monitors federal/provincial programs and grants and, in conjunction with Department Heads, makes application on behalf of the municipality; administers grants as received.

Prepares financial statements for council reporting on operating performance versus budget expectations, noting variances and providing follow up as directed by Council.

Administers the Tile Drainage Program.

Ensures that effective accounting and information systems are in place to record all financial transactions.

Manages all accounting systems, including receivables, payables, payroll and taxation.

Acts as Deputy Tax Collector, in the absence of the Deputy Treasurer/Tax Collector.

In consultation with the Deputy Treasurer/Tax Collector, reviews tax arrears delinquent accounts, carrying out collection procedures.

Invests municipal funds, making buy and sell decisions as warranted.

In consultation with the Chief Administrative Officer and Department Heads, manages securities held by the municipality.

In consultation with the Chief Administrative Officer, administers the municipal insurance program, dealing with carriers to obtain best rates, ensuring adequate coverage and risk management.

Manages the purchasing function, ensures that equitable and effective tendering procedures are observed.

In consultation with the Chief Administrative Officer, responsible for overseeing the IT function.

Responsibility for overall Water & Sewer processing and collection system, if assumed.

c) Policy Development

Assists the Chief Administrative Officer in advising Council and its Committees on the feasibility, desirability and cost of proposed programs, policies and by-laws; ensures when possible, that council is provided with options on proposals to facilitate good quality policy decision-making.

3. WORK COMPLEXITY

Accountability & Decision-Making Authority:

Accountable to the Chief Administrative Officer for fulfillment of all responsibilities of the Finance Department and all legislated duties of the Treasurer. Exercises full day to day authority for the operation of the Finance Department.

Equipment Operation/Materials Handling/Safety Measures:

General office environment

Works with a full range of office equipment including computers.

Effort and Working Conditions:

Irregular hours with substantial amount of evening work.

Stress is key factor, associated with level of responsibility, financial authority; deadlines and task management are major components of work effort.

Communications/Contacts:

Maintains a diverse range of contacts within the municipality and the municipal sector (i.e. County officials/neighbouring municipalities), federal/provincial agencies and insurance carriers.

Other:

Complexity and changing nature of legislative/regulatory environment within which Township operates.

4. QUALIFICATIONS

Education:

University or College degree in Business, Economics or accounting, or a professional accounting designation (eg. CA, CMA, or CGA)

Specialized Knowledge/Skill Requirements:

AMCT designation

Minimum 5 years of municipal finance experience

Municipal Management certification an asset

Highly developed organizational and analytical skills

Excellent communications and customer service skills

Excellent computer skills

Ability to manage people

Team Player

5. WORKING RELATIONSHIPS

Reports To: Chief Administrative Officer

Supervises: Deputy Treasurer/Tax Collector and all staff within the Finance/Treasury Department

6. HOURS OF WORK

Regular hours are 8:30 a.m. to 4:30 p.m., as well as evening hours for Council meetings. Meetings of other committees and/or other public meetings may, from time to time, require the attendance of the Treasurer.

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

BY-LAW NUMBER 21-14

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON
MARCH 24, 2014.**

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

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

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

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

1. That the action of the Council at its Regular Meeting held on March 24, 2014 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Ontario Municipal Board Act, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF MARCH, 2014.**

**RAYMOND TOUT
MAYOR**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER/CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS

Tuesday, March 25, 2014	Showcase Wellington North	1:00 p.m. to 8:00 p.m.
Monday, April 7, 2014	Regular Council Meeting	7:00p.m.
Tuesday, April 15, 2014	Public Works Committee	8:30 p.m.
Wednesday, April 16, 2014	Economic Development Committee	4:30 p.m.
Thursday, April 17, 2014	County Road Tour	10:30 a.m. to 11:30 a.m.
Monday, April 28, 2014	Public Meeting	7:00 p.m.
Monday, April 28, 2014	Regular Council Meeting	Following Public Meeting

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
- Guelph location – 519-821-4242**

Documents in alternate forms – CNIB – 1-800-563-2642