

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH 2016 COUNCIL MEETING

A G E N D A

DATE: Wednesday, January 20, 2016

CLOSED MEETING: 6:30 P.M.

REGULAR MEETING: 7:00 P.M.

Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
3. Adoption and Receipt of Minutes of the Previous Meeting. #

(a) Council Meeting - January 6, 2016

(b) Closed Council Meeting – January 6, 2016

4. Business Arising Out of the Minutes.

5. **PUBLIC MEETINGS**

1. **2016 Proposed Budget**

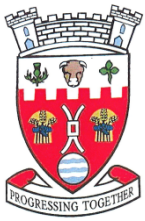
***note this Public Meeting will be held on Thursday, January 21, 2016 at 7:00 p.m. at the Municipal Complex– 7404 Wellington Rd. 34, Guelph**

(a) Notice of Public Meeting

6. **COMMUNICATIONS**

1. **CBM Aggregates Puslinch Pit Licence #17600 4313 Sideroad 25 S**

(a) Correspondence from Aercoustics Engineering Ltd. regarding CBM Aggregates Puslinch (PQA) Pit Acoustical Audit 2015, Puslinch Quality Aggregates (PQA) Pit (License#17600) North Halt of Lot 26, Conc. 1, Township of Puslinch, County of Wellington dated November 6, 2015.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH January 20, 2016 MEETING

2. Wellington Source Water Protection

- (a) Correspondence from Mr. Kyle Davis, Risk Management Official to Mayor and Members of Council regarding Source Protection Database Collaboration Agreement dated January 5, 2016. ≠
- (b) Draft Collaboration Agreement for Local Source Water Information Management System (LSWIMS). ≠
- (c) Township of Puslinch 2015 Risk Management Official Annual Report. ≠

3. Request to Waive Fees

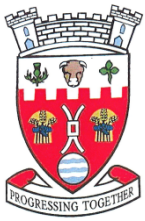
- (a) Correspondence from Aberfoyle Agricultural Society regarding request to waive rental fees for fundraising event at the Puslinch Community Centre, Sunday, February 28, 2016 dated January 10, 2016. ≠

4. University of Guelph/Dufferin Aggregates Mill Creek Pit – Licence 5738 7115 Concession 2

- (a) Correspondence from Dufferin Aggregates regarding Mill Creek Property Annual Monitoring Report dated March 30, 2015
- (b) LRG Environmental Mill Creek Coordinated Monitoring Report January 1 to December 31, 2014 dated March 26, 2015. ***note a full copy of the report is available in the Clerk's Office for review.**
- (c) Correspondence from Harden Environmental Services Ltd. regarding Mill Creek Pit Review of 2014 Monitoring Data dated December 3, 2015.

5. CBM St. Mary's Cement – McMillan Pit Part Lot 22, Concession 1

- (a) Correspondence from Ministry of Natural Resources regarding Partial surrender of Licence #5737 (CBM McMillan Pit) dated July 6, 2010. ***note the Ministry has advised that the partial surrender was approved in 2010, however, revised site plans were not circulated to the various agencies. The information provided is a copy of the new approved site plan for licence #5737 showing the remaining 5.6 ha of licenced area. A copy of the approved site plan is available in the Clerk's office for viewing.**



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6. Halton-Hamilton Source Water Protection Committee

- (a) Correspondence from Ms. Susan Fielding to Halton-Hamilton Source Protection Committee regarding resignation from Committee dated December 9, 2015.≠

7. Intergovernmental Affairs ≠

- (a) Various correspondence for review.

7. DELEGATIONS / PRESENTATIONS

1. **7:05 p.m.** Ms. Sarah Bowers-Peter, Program Coordinator, Crime Stoppers Guelph Wellington regarding Crime Stoppers Month.
2. **7:20 p.m.** Mr. Kyle Davis, Risk Management Official regarding Source Protection Database Collaboration Agreement. (See Agenda Items 6.2(a)(b)(c))

8. REPORTS

1. Puslinch Fire and Rescue Services

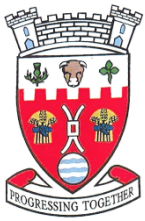
- (a) Report FIR-2016-001 – Update Quint Truck Purchase* **to be distributed under separate cover on Monday, January 18, 2016.**

2. Finance Department

- (a) None.

3. Administration Department

- (a) Report ADM-2016-001 – Mini Lakes Residents Association – Condominium Development Agreement – Condominium Plan 214



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4. **Planning and Building**

- (a) County of Wellington Planning and Development Department Report regarding Second Review D14/FRO (Frosch) – Zoning By-law Amendment – 6525 Concession 1 (Part Lots 1, 2 & 3, Gore Concession), Puslinch dated January 11, 2016. ≠
- (b) Chief Building Official Report – December 2015. ≠

5. **Roads & Parks Department**

None.

6. **Recreation Department**

None.

7. **Mayor's Updates**

None.

9. **NOTICES OF MOTION**

None.

10. **COMMITTEE MINUTES** ≠

- (a) Committee of Adjustments – December 8, 2015
- (b) Planning and Development Advisory Committee – December 8, 2015

11. **MUNICIPAL ANNOUNCEMENTS**

12. **UNFINISHED BUSINESS**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
January 20, 2016 MEETING

13. **CLOSED ITEMS ≠**

- (a) Confidential Verbal Report from Donna Tremblay Deputy Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board – 599 Arkell Rd.

14. **BY-LAWS ≠**

- (a) A by-law to provide for an interim tax levy for 2016 and the collection thereof.
- (b) A by-law to appoint members to the Planning and Development Advisory Committee – Committee of Adjustment and amend By-Law 09/15.

15. **CONFIRMING BY-LAW ≠**

- (a) By-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch.

16. **ADJOURNMENT ≠**



MINUTES

DATE: Wednesday, January 6, 2016

TIME: 12:30 p.m.

The January 6, 2016 Regular Council Meeting was held on the above date and called to order at 12:30 p.m. in the Council Chambers, Aberfoyle.

1. ATTENDANCE:

Mayor Dennis Lever
Councillor Matthew Bulmer
Councillor Susan Fielding
Councillor Ken Roth
Councillor Wayne Stokley

STAFF IN ATTENDANCE:

1. Donna Tremblay, Deputy Clerk
2. Paul Creamer, Director of Finance/Treasurer
3. Robert Kelly, Chief Building Official
4. Steve Goode, Fire Chief

OTHERS IN ATTENDANCE

1. Doug Smith
2. Karen Lever
3. George and Norma Uptegrove

2. DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:

None.

3. ADOPTION OF THE MINUTES:

- (a) Public Meeting – Community Improvement Plan - November 6, 2015
- (b) Budget Meeting – November 25, 2015
- (c) Council Meeting –December 16, 2015
- (d) Closed Council Meeting –December 16, 2015

Resolution No. 2016-001: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That the minutes of the following meetings be received:

- (a) Public Meeting – Community Improvement Plan - November 6, 2015

That the minutes of the following meetings be adopted as written and distributed:

- (b) Budget Meeting – November 25, 2015
- (c) Council Meeting –December 16, 2015, as amended
- (d) Closed Council Meeting –December 16, 2015

CARRIED

4. BUSINESS ARISING OUT OF THE MINUTES:

None.



5. PUBLIC MEETINGS:

1. Community Based Strategic Plan

***note this Public Meeting will be held on Thursday, January 14, 2016 at 7:00 p.m. at the Puslinch Community Centre , 23 Brock Road South**

(a) Notice of Public Meeting

2. 2016 Proposed Budget

***note this Public Meeting will be held on Thursday, January 21, 2016 at 7:00 p.m. at the Municipal Complex– 7404 Wellington Rd. 34, Guelph**

(a) Notice of Public Meeting

3. Morriston Streetscaping

***note this Public Meeting will be held on Thursday, February 4, 2016 at 7:00 p.m. at the Municipal Complex– 7404 Wellington Rd. 34, Guelph**

(a) Notice of Public Meeting

6. COMMUNICATIONS:

**1. Mill Creek Pit, Licence No. 5738
7115 Concession 2**

(a) Correspondence from Dufferin Aggregates regarding Monthly Monitoring Report, Mill Creek Pit, License No. 5738, Township of Puslinch, Wellington County (November 2015) dated December 9, 2015.

Mr. Stan Denhoed, Harden Environmental Services Ltd. has reviewed the report and advised that he has no comments.

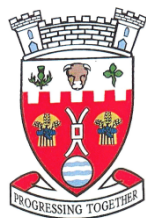
2. Hamilton Conservation Authority

(a) Correspondence from Hamilton Conservation Authority regarding resignation by David Rodgers from Board of Hamilton Conservation Authority dated December 11, 2015.

3. Council appointments to Various Committees: ≠

Mayor Lever advised that in addition to appointments to various Committees, that Council would also be appointing members to various organizations.

- (a) Planning and Development Advisory Committee and Committee of Adjustments.
- (b) Community Oriented Police
- (c) Emergency Management
- (d) Friends of Mill Creek
- (e) Puslinch Lake Conservation Association
- (f) Badenoch Committee
- (g) Recreation Committee
- (h) Well Protection Committee
- (i) Hamilton Conservation Authority



Resolution No. 2016-002: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council hereby appoints representatives to the following Committees/Organizations as follows:

Committee	Member	Term
Planning & Development Advisory Committee	Councillor Roth	2016
Community Oriented Police	Councillor Stokley	2016
Emergency Management (Alternate to Mayor)	Councillor Roth	2018
Friends of Mill Creek	Councillor Bulmer	2016
Puslinch Lake Conservation Association	Councillor Fielding	2016
Badenoch Committee	Councillor Bulmer	2016
Recreation Committee	Councillor Stokley	2016
Well Protection Committee	Councillor Bulmer	2016
Hamilton Conservation Authority	Councillor Fielding	2018

CARRIED

4. Intergovernmental Affairs ≠

(a) Various correspondence for review.

Resolution No. 2016-003: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That the correspondence items listed on the Council Agenda for January 6, 2016 Council meeting be received.

CARRIED

7. DELEGATIONS/PRESENTATIONS

1. Mr. John Uptegrove, Capitan of Training, Puslinch Fire and Rescue Services, presentation of Ontario Association of Fire Training Officers 2015 Training Officer of the Year Award.

Mayor and Members of Council presented Mr. John Uptegrove with the Ontario Association of Fire Training Officers 2015 Training Officer of the Year.

8. REPORTS:

1. Puslinch Fire and Rescue Services

(a) Puslinch Fire and Rescue Services Monthly Report – November, 2015

Resolution No. 2016-004: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the Puslinch Fire and Rescue Services Response Report for November, 2015.

CARRIED



(b) Quint Truck - Verbal Update – Steve Goode, Fire Chief

Steve Goode, Fire Chief advised Council that he has been advised by Dependable Emergency Vehicles that a quint truck will become available in mid-February. Chief Goode advised that the vehicle available is a trade-in from the Town of Richmond Hill is 15 years of age and is a 55' ladder truck with a pumper capacity of 400 gallons to 500 gallons.

Chief Goode advised that the current asking price is \$164,000 not including HST, and will be 25% eligible for Development Charges funding with the balance to be paid from reserves.

Chief Goode advised that the fire department has had mechanics inspect the truck and have scheduled additional inspections.

Chief Goode advised that there is another fire department that is interested in the vehicle and that that Township will be required to confirm their interest by mid-January, 2016.

Resolution No. 2016-005: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the verbal update from Steve Goode, Fire Chief regarding the availability for purchase of a quint truck from Dependable Emergency Vehicles; and

That Council authorize the Fire Chief to work with the Chief Administrative Officer and Director of Finance with respect to investigation and negotiations to determine whether the purchase of a quint truck from Dependable Emergency Vehicles is a viable option; and

That staff report back to Council on the results.

CARRIED

2. Finance Department

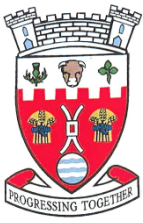
(a) Financial Reports – November 2015 ≠

- i. Financial Report as of November 30, 2015
- ii. Cheque Register – November 1, 2015 to November 30, 2015
- iii. Financial Report by Department – November 2015
- iv. Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – November, 2015.

Resolution No. 2015-006: Moved by Councillor Roth and
Seconded by Councillor Bulmer

- i. Financial Report as of November 30, 2015
- ii. Cheque Register – November 1, 2015 to November 30, 2015
- iii. Financial Report by Department – November 2015
- iv. Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – November, 2015.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
January 6, 2016 COUNCIL MEETING

(b) Applications for Cancellation, Reduction or Refund of Taxes re: Chapter 25, Section 357, 358, the Municipal Act, S.O., 2001. ≠

Resolution No. 2015-007:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

Year	Application #	Roll #	Write Off Amount
2014	13/15	8-13200	\$ 829.34
2015	14/15	8-13200	\$ 1,424.32
2015	18/15	2-07300	\$ 1,658.19
2013	15/15	5-08800	\$ 1,133.38
2014	16/15	5-08800	\$ 1,184.66
2015	17/15	5-08800	\$ 1,238.34

That Council does hereby authorize the applications for Cancellation, Reduction or Refund of Taxes chapter 25, section 357 or 358 of the Municipal Act, 2001 as follows:

CARRIED

3. Administration Department

None.

4. Planning and Building Department

(a) County of Wellington Planning Committee Report – Bill 140 – Second Unit and Garden Suite Policies dated November 12, 2015. ≠

Resolution No. 2015-008:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the County of Wellington Planning Committee Report – Bill 140 – Second Unit and Garden Suite Policies dated November 12, 2015; and

That Council supports the recommendations contained in the County of Wellington Planning Committee Report – Bill 140 – Second Unit and Garden Suite Policies dated November 12, 2015; and

That staff advise the County of Wellington Planning Department.

CARRIED

5. Roads & Parks Department

None.

6. Recreation Department

None.

7. Mayor's Updates

None.

9. NOTICE OF MOTION:

(a) Councillor Roth – Operation of Rink pad at Optimist Recreation Centre.



Resolution No. 2016-009:

Moved by Councillor Roth and
Seconded by Councillor Bulmer

WHEREAS the Optimist Recreation Centre hereinafter referred to as the ORC was constructed in 2010/2011; and

WHEREAS the revenue and expenses for the ORC rink over the past few years have been:

		2013	2014	2015 (to Nov 30)
Revenues				
01-0015-2600	Ice Rental - Prime	\$97,956	\$37,848	\$34,088
01-0015-2700	Ice Rental - Non-Prime		\$2,002	\$1,613
01-0015-2800	Arena Summer Rentals		\$21,855	\$17,306
01-0015-2900	Gymnasium Rental		\$12,020	\$12,546
	Other Revenues		\$1,894	\$1,997
Total Revenues		\$97,956	\$75,969	\$67,551
Total Expenses		\$162,452	\$181,576	\$133,336
Net Expenditures		\$64,496	\$105,607	\$65,785

WHEREAS the capacity to install and retain ice is impacted by weather conditions; and

WHEREAS it is prudent for a municipality to review established service levels and explore new opportunities to optimize the functionality of its facilities;

NOW THEREFORE BE IT RESOLVED that an ad-hoc Committee hereinafter referred to as ORCP (ORC Pad) Committee be established for the purpose of:

1. Analyzing and evaluating the past and present data related to revenue, expenses and user fees for the ice pad;
2. Current service level delivery for the ice pad both on and off season, and methods of the delivery of those services;
3. Explore new opportunities for optimizing the use of the ice pad including options to extend the ice season and the feasibility of other pad sporting activities; and

That the ORCP bring forward its recommendations for comment to the Recreation and Parks Committee prior to submitting its report and recommendations to Council for consideration; and

That the ORCP be composed of the following members:

- 2 Members of Council (with 1 member being appointed as Chair)
- 1 Member of the Recreation and Parks Committee
- Director of Public Works and Parks
- CAO/Clerk and/or Director of Finance

CARRIED



10. **COMMITTEE MINUTES**

(a) Recreation Committee –November 17, 2015

Resolution No. 2016-010: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council hereby receives the following minutes as information:

(a) Recreation Committee – November 17, 2015.

CARRIED

11. **MUNICIPAL ANNOUNCEMENTS**

None.

12. **UNFINISHED BUSINESS**

None.

13. **CLOSED MEETING**

Council was in closed session from 12:32 p.m. to 12:50 p.m.

Council recessed from 12:52 p.m. to 1:00 p.m.

(a) Confidential Verbal Report from Donna Tremblay Deputy Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board – 599 Arkell Rd.

(b) Confidential Verbal Report from Paul Creamer, Director of Finance/Treasurer, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose– Assessment Appeal

Resolution No. 2016-011: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council shall go into closed session under Section 239 of the Municipal Act for the purpose of:

(a) Confidential Verbal Report from Donna Tremblay Deputy Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board – 599 Arkell Rd.

(b) Confidential Verbal Report from Paul Creamer, Director of Finance/Treasurer, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose– Assessment Appeal.

(c) Confidential Verbal Report from Steve Goode, Fire Chief, regarding personal matters about an identifiable individual municipal or local board employees – Employee Matter.

CARRIED



Resolution No. 2016-012

Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council move into open session.

CARRIED

- (a) Confidential Verbal Report from Donna Tremblay Deputy Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board – 599 Arkell Rd.

Resolution No. 2016-013

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receive the Confidential Verbal Report from Donna Tremblay Deputy Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board – 599 Arkell Rd.

CARRIED

- (b) Confidential Verbal Report from Paul Creamer, Director of Finance/Treasurer, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose– Assessment Appeal; and

Resolution No. 2016-014:

Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the Confidential Verbal Report from Paul Creamer, Director of Finance/Treasurer, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose– Assessment Appeal.

That staff proceed as directed.

CARRIED

- (c) Confidential Verbal Report from Steve Goode, Fire Chief, regarding personal matters about an identifiable individual municipal or local board employees – Employee Matter.

Resolution No. 2016-015:

Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the Confidential Verbal Report from Steve Goode, Fire Chief, regarding personal matters about an identifiable individual municipal or local board employees – Employee Matter.

CARRIED

14. BY-LAWS:

- (a) A by-law to authorize the Mayor and Clerk to execute the Agreement with Calvary Baptist Church and Puslinch Minor Soccer Club.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
January 6, 2016 COUNCIL MEETING

Resolution 2016-016: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That the following By-law be taken as read three times and finally passed in open Council:

- (a) By-law **001/16** being a by-law to authorize the Mayor and Clerk to execute the Agreement with Calvary Baptist Church and Puslinch Minor Soccer Club.

CARRIED

15. **CONFIRMING BY-LAW**

- (a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

Resolution 2016-017: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That the following By-law be taken as read three times and finally passed in open Council:

- (a) By-Law **002/16** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 6th day of January, 2016.

CARRIED

16. **ADJOURNMENT:**

Resolution No. 2016-018: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council hereby adjourns at 2:39 p.m.

CARRIED

Dennis Lever, Mayor

Donna Tremblay, Acting Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

NOTICE OF PUBLIC MEETING

Proposed 2016 Operating and Capital Budget

You are invited to attend a Public Information Meeting on January 21, 2016, as the Township of Puslinch is seeking your input and comments on the proposed 2016 Operating and Capital Budget.

Your attendance and comments at this meeting are welcome as it is your opportunity to learn more about the proposed by-law and policies and express any opinions that you may have.

Date: Thursday, January 21, 2016

Time: 7:00 p.m.

Place: Council Chambers, Township of Puslinch, 7404 Wellington Rd 34

Additional Information:

For further information or to obtain a copy of the proposed 2016 Operating and Capital Budget, please visit the Township's website at www.puslinch.ca or contact the Township at (519)-763-1226 ext. 222.

6.1(6)



Aercoustics Engineering Ltd.
50 Ronson Drive, Suite 165
Toronto, ON M9W 1B3

Tel: 416-249-3361
Fax 416-249-3613
aercoustics.com

6 November 2015

St Marys Cement Group (CBM Aggregates)
55 Industrial Street
Toronto, Ontario, Canada
M4G 3W9

CLERK'S DEPARTMENT	
TO	
Copy	
Please Handle	
For Your Information	
Council Agenda	✓ Jan 20/16
File	

Attn: Mr. Colin Evans, Environment and Lands Manager, CBM

CC: Mr. Bruce Klein, CBM

Re: CBM Aggregates Puslinch (PQA) Pit Acoustical Audit 2015
Puslinch Quality Aggregates (PQA) Pit (License # 17600)
North Half Lot 26, Conc. 1, Township of Puslinch, County of
Wellington

1 Introduction

Aercoustics Engineering Limited (Aercoustics) was retained to conduct an acoustic audit of the Puslinch Quality Aggregates (PQA) Pit (formerly Mast Pit) to fulfil the annual monitoring condition set by the Ministry of Natural Resources and Forestry (MNR).

The PQA Pit is located at the southeast corner of Concession Road 2 and Sideroad 25 in the Township of Puslinch. It is adjacent to the CBM Lanci Pit to the west and the CBM McNally Pit to the north.

The audit has been conducted in accordance with the guidelines and procedures of the Ontario Ministry of the Environment and Climate Change (MOECC). The noise study for the pit was titled "The Potential Impact and Control of Noise from Aggregate Extraction as Proposed by Puslinch Quality Aggregates" (May 31, 1995), and was prepared by Aercoustics.

2 Site Visit Conditions

During the site visit on November 4, 2015, a bulldozer was moving soil and an excavator was loading off-road trucks from stockpiles. The equipment was located about 40 m from the west property line, near the dwelling at R5 to the west. There is currently no aggregate processing at the site.

It is a condition of the license that the sound levels from the pit comply with the MOECC guidelines for noise from stationary sources. The current MOECC criteria for noise from a stationary source are set forth in publication NPC-300, "Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning".

The allowable noise levels from the extraction, processing and shipping operations in the pit as established by the MOECC are outlined in Table 1. The equivalent sound level (L_{EQ}) is an average sound level based on acoustical energy. It is a steady sound level that for the specified time period contains the same acoustical energy as the varying sound level which prevails.

The average air temperature was 10 degrees Celsius with a light fog and the wind was from the east at less than 5 km/hr during the site visit. This wind had minimal effect on the impact of the Highway 401 road traffic noise, which is typically dominant in the area.

The dwellings at receptors R1 and R2 are located on the CBM Lanci Pit property and are not considered noise sensitive. The dwellings at receptors R3 and R4 are demolished. The sound level limits for receptors R5 to R8 are summarized in Table 1.

Table 1: Applicable MOE Sound Level Limits

Receptor	Sound Level Limit One Hour L_{EQ} (dBA)
R5	50
R6	50
R7	50
R8	50

The allowable sound level limits for the pit operations at the residences correspond to the Class 2 daytime equivalent sound level exclusion limit of 50 dBA. At the time of the initial noise study, these receptors were assumed to be Class 3 (rural). However, based on the substantial contribution of man-made noise sources such as road traffic (Highway 401, Concession Road 2), the receptors are now considered Class 2. The surrounding receptors and measurement locations are illustrated in Figure 1.

The extraction and processing operations in the pit are restricted to weekday daytime hours (07:00-18:00). The noise from a stationary source should not in any hour exceed the limits outlined in Table 1.

3 Equipment

Measurements were taken with a Brüel & Kjær 2260 Sound Level Meter equipped with windscreen. The equipment was calibrated before the measurements.

4 Measurements

During the site visit, sound level measurements were conducted where appropriate at locations representative of the residences surrounding the pit as indicated on the attached Figure 1. It should be noted that during the measurements, the sound level meter was paused as required to minimize the contribution from vehicle passbys on the local road. Table 2 tabulates the noise measurements at receptors R5 and R7.

Table 2: Measured Sound Levels at Receptors

Location/ Receptor	Sound Level		Noise Sources
	LEQ (dBA)	L90 (dBA)	
R5	46	45	PQA excavator loading clearly audible (engine and drops), truck movements audible; Highway 401 traffic dominant and steady
R7	44	43	PQA excavator loading faintly audible (engine and drops), truck movements clearly audible; Highway 401 traffic dominant and steady, distant airplane flyovers inhibited

5 Observations and Conclusions

The measured sound levels include the contribution from the background noise sources with local vehicle traffic minimized. The PQA Pit operations were clearly audible at the receptor locations.

The measurement results at receptors R5 and R7 were below the allowable limits. It can be concluded from the acoustical audit that, based on the measurements, the PQA Pit is operating in compliance with the MOECC guidelines for stationary sources.

Sincerely,

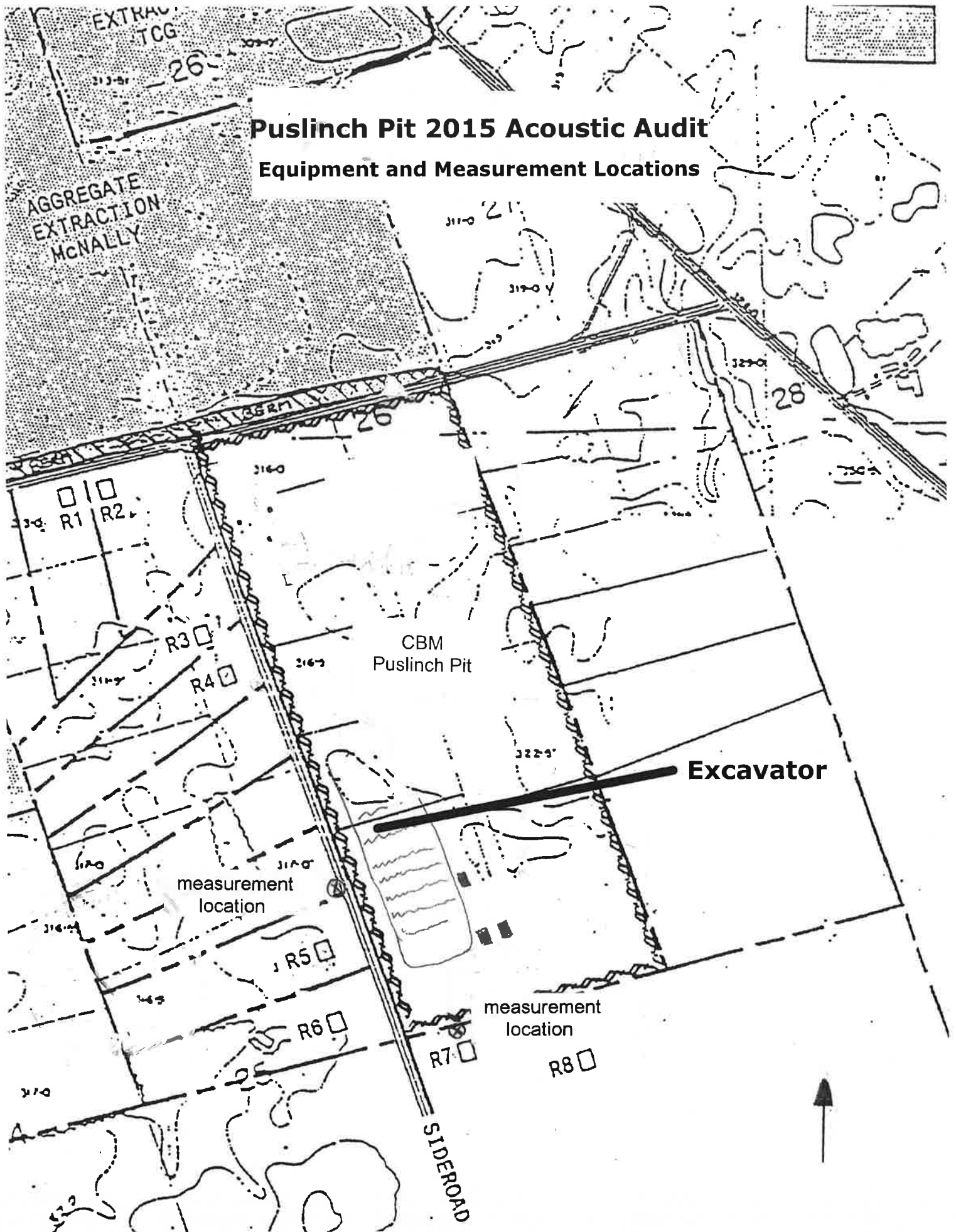


Derek Flake, M.Sc., P.Eng.

AERCOUSTICS ENGINEERING LTD.

Puslinch Pit 2015 Acoustic Audit

Equipment and Measurement Locations



To: Mayor and Members of Council
From: Kyle Davis, Risk Management Official

Date: January 5, 2016
Subject: **Source Protection Database Collaboration Agreement**

Recommendations

Be it resolved that Council hereby receives Wellington Source Water Protection Report dated January 5, 2016, regarding the development of the source protection database (Local Source Water Information Management System (LSWIMS)) and the signing of the attached Collaboration Agreement regarding LSWIMS.

And that Council approves the attached authorizing by-law.

1.0 Background

The *Clean Water Act* (2006) provides the framework for the development and implementation of watershed-based Source Protection Plans. The Source Protection Plans identify the risks to municipal drinking water sources and establishes actions and policies to protect current and future sources of drinking water. The policies apply within Wellhead Protection Areas (WHPA) and Intake Protection Zones (IPZ) established around municipal wells or intakes.

There are 14 municipal drinking water systems within Wellington County in the following communities:

- Erin, Bel-Erin and Hillsburgh (Erin);
- Clifford, Palmerston, Minto Pines, and Harriston (Minto);
- Arthur and Mount Forest (Wellington North);
- Rockwood, Hamilton Drive (Guelph-Eramosa);
- Drayton and Moorefield (Mapleton); and
- Elora/Fergus (Centre Wellington).

The Wellhead Protection Areas (WHPA) from adjoining municipalities also enter into Wellington County and require protection by the Townships and Towns:

- City of Guelph
- Cambridge (Regional Municipality of Waterloo);
- City of Hamilton (Freelton); and
- Acton and Georgetown (Halton Region)

Wellington Source Water Protection is a municipal partnership between Township of Centre Wellington | Town of Erin | Guelph / Eramosa Township | Township of Mapleton | Town of Minto | Township of Puslinch | Township of Wellington North | County of Wellington. The purpose of the *Clean Water Act* is to protect existing and future sources of drinking water.

1.1 Status of the Source Protection Plans

The County of Wellington is part of five Source Protection Regions (based on watershed or conservation authority boundaries). All five of the County Source Protection Plans have been approved by the Ontario Minister of the Environment and Climate Change: Ausable Bayfield Bayfield Maitland Valley (ABMV – Maitland Valley) Plan, the Credit Valley, Toronto and Region and Central Lake Ontario (CTC) Plan, the Halton-Hamilton Plan and the Saugeen Valley, Grey Sauble, Northern Bruce Peninsula Plan. The ABMV – Maitland Valley Plan came into legal effect on April 1, 2015 while the CTC and Halton-Hamilton Plans came into legal effect on December 31, 2015. The Saugeen Plan and the Grand River Plan come into legal effect on July 1, 2016.

1.2 Reporting Requirements

With Source Protection Plans being approved and coming into legal effect, the Wellington County municipalities will be required to complete annual reporting to the Conservation Authorities regarding *Clean Water Act* implementation. The annual reporting requirements are mandated in Section 81 of the *Clean Water Act*, Section 65 of Ontario Regulation 287 / 07 under the Act and in various monitoring policies outlined in each watershed based Source Protection Plans. Although many of the requirements are related to the Risk Management Official (RMO) duties, there are other municipal related reporting requirements outlined in the Source Protection Plans such as reporting on planning approvals, septic inspections and education / incentive programs. The intent is that the RMO will complete an annual report per municipality (or a County wide report with municipal chapters) that covers all the required *Clean Water Act* reporting whether it is required by the Act, Regulation or Source Protection Plan. The deadline annually for this reporting is February 1st each year, beginning the year after the RMO has been appointed and / or the Source Protection Plan has been approved. The first annual reports will be required for the Town of Minto, Town of Erin, Township of Puslinch and County of Wellington by February 1st, 2016. The first report for the remaining municipalities will be required by February 1, 2017.

To assist in this reporting and to fulfill the *Clean Water Act* record retention requirements of fifteen years, a source protection database will be critical to

manage the information efficiently, allow staff from Wellington County municipalities access across the County and to ease reporting requirements.

2.0 Source Protection Database

Early in 2014, the internal Wellington County municipalities' Source Protection Working Group began evaluating database and information management requirements for implementing the source protection program in Wellington County. By November 2014, an evaluation of options was complete. There are three main focuses for source protection data management:

- spatial screening of development applications,
- document management (ie *Clean Water Act* required data, inspections, Risk Management Plans, Section 59 notices, activity data)
- provincial / Source Protection Plan reporting requirements.

The spatial screening will be accomplished by adding source protection data to the County online web mapping system (Geocortex) plus local municipal GIS systems as needed. The County online web mapping system has been operational since June 2014 with source protection data and is maintained by County staff.

For Document Management and Reporting, various options were identified and evaluated. These included the feasibility to add on to existing Building Permit / Planning or Water Data management systems; purchase of an existing (out of the box) commercial system; use of various, existing Conservation Authority systems (ie Ausable Bayfield or CTC); simple electronic folder system on a shared network drive; separate electronic and hard copy records at each municipality with duplicates kept at the RMO office; County Geocortex system; in house development of a database; Request for Proposal to hire a consultant to develop a database and collaboration with non-Wellington municipalities / Conservation Authorities to develop a database.

The evaluation considered the following factors: cost – development; cost – maintenance; time frame for development; the need for access for all eight Wellington municipalities (ie web based); staff time needed to manage the project or RFP, for development of the database and ongoing maintenance; mapping requirements; hardware and software compatibility; privacy – Municipal Freedom of Information and security requirements; collaboration; risks (ie product being

complete on time and recourse); capital versus operating Budgets (procurement processes).

Following the evaluation, in November 2014, the Wellington Source Protection Working Group decided to proceed with a project headed by the Upper Thames Region Conservation Authority (UTRCA). The project has resulted in the Local Source Water Information Management System (LSWIMS) database. The rationale for this decision included that the UTRCA database developer has a full understanding of source protection through his work developing the previous and current provincial source protection databases. It was felt that this knowledge would assist in developing a database that would be responsive to the provincial requirements. Additional factors included: that our municipalities were involved from the ground up in the LSWIMS database design; our in kind time was recognized as monetary contributions to the project; there was an opportunity to share development costs with project partners outside of our Wellington municipalities; the estimated capital and operating costs were reasonable; project management of the database was handled by UTRCA; and GRCA, Halton and Guelph were involved and this would assist in eventual reporting and / or data sharing. Overall, the working group felt that a collaboration with other municipalities and Conservation Authorities would result in a better and more cost effective database product.

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7444 Wellington Road 21
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sourcewater@centrewellington.ca
wellingtonwater.ca

2.1 LSWIMS Database and Collaboration Agreement

The objective of the Local Source Water Information Management System (LSWIMS) initiative is to develop a data storage and management solution to assist municipalities in administering and reporting on municipal activities associated with complying with requirements under the *Clean Water Act, 2006* including but not limited to, Part IV.

For the past year (since September 2014), staff have been working as part of a collaboration led by the Upper Thames River Conservation Authority (UTRCA), to develop the database design and a functional database for source protection implementation. This database, titled Local Source Water Information Management System (LSWIMS), is currently under development and is approaching completion of basic functionality. The project partners include twelve (12) municipalities or

Wellington Source Water Protection is a municipal partnership between Township of Centre Wellington | Town of Erin | Guelph / Eramosa Township | Township of Mapleton | Town of Minto | Township of Puslinch | Township of Wellington North | County of Wellington. The purpose of the *Clean Water Act* is to protect existing and future sources of drinking water.

conservation authorities including: UTRCA, Grand River Conservation Authority, County of Oxford, City of Guelph and the eight Wellington County municipalities: Township of Centre Wellington, Town of Erin, Guelph / Eramosa Township, Township of Mapleton, Town of Minto, Township of Puslinch, Township of Wellington North and County of Wellington. The Region of Halton has also been involved, however, is not signing the Collaboration Agreement or using the final database product. UTRCA also represents an additional six municipalities.

UTRCA initiated the project since all of the public agencies would be implementing the *Clean Water Act* and, at a minimum, would benefit from collaboration on the database design. These early discussions on database design led to the Functional Needs document that forms one Schedule of the attached collaboration agreement. The Functional Needs document was completed in November 2014 and, at that time, discussions were held about further collaboration on developing the actual database. Negotiations on the attached Collaboration Agreement began in November 2014 and were completed in late November 2015. Concurrently, UTRCA made a decision to initiate database development primarily using an in house UTRCA database developer. Currently, the database is still in beta testing, however, the first three phases of the database development are substantially complete.

As this project is a collaboration between twelve (12) public bodies, a Collaboration Agreement has been negotiated to outline the structure, under which, the project partners will operate the database including any future upgrades to the database. The Collaboration Agreement only encompasses the source protection LSWIMS database. The objective of the Local Source Water Information Management System (LSWIMS) initiative is to develop a data storage and management solution to assist municipalities in administering and reporting on municipal activities associated with complying with requirements under the *Clean Water Act, 2006* including but not limited to, Part IV.

The Wellington County municipalities' working group, primarily the RMO, has been involved with the other project partners: UTRCA, GRCA, Guelph and Oxford, to negotiate the Collaboration Agreement and participate in the review of the database development. Nicola Melchers of Smith Valeriot Law Firm LLP was retained to provide legal advice regarding the Collaboration Agreement and Ms. Melchers has reviewed the drafts of the Agreement multiple times since January 2015. Smith

Wellington Source Water Protection is a municipal partnership between Township of Centre Wellington | Town of Erin | Guelph / Eramosa Township | Township of Mapleton | Town of Minto | Township of Puslinch | Township of Wellington North | County of Wellington. The purpose of the *Clean Water Act* is to protect existing and future sources of drinking water.

Valeriotte LLP's comments and advice has been incorporated into the final version of the Collaboration Agreement attached. Additionally, Smith Valeriotte LLP authored two memorandums regarding the use of Cloud Computing and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). These memorandums were required as the LSWIMS database is planned to operate on a cloud based web server. The findings of these memorandums indicate that cloud computing is allowable under current provincial legislation including MFIPPA, however, a privacy impact assessment should be completed and security of the database assessed prior to data being stored on the cloud. All project partners are public agencies, and therefore all are subject to MFIPPA, the Collaboration Agreement outlines a structure to complete these assessments jointly. Both the privacy impact assessment and network security assessment are currently underway. The Township of Centre Wellington Information Technology Department and Legislative Services as well as the County of Wellington Information Coordinator are being consulted regarding the completion of these assessments.

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The recommendation before Council is to consider authorizing the Mayor and Clerk to sign the attached Collaboration Agreement. Section 22 of the Collaboration Agreement authorizes the use of counterparts which allows the agreement to be signed by each party to the agreement separately. The separate signature pages are scanned and then assembled to form a complete, duly executed agreement.

To date, Guelph / Eramosa, Minto, Wellington North and Centre Wellington Councils have authorized signature of the Collaboration Agreement. It is scheduled for the remaining Wellington County municipal Councils in January 2016.

3.0 Financial Impact

As outlined in Schedule A of the Collaboration Agreement, the total design and development cost for the Wellington County municipalities is \$34,250. **The cost for each Wellington County municipality is \$4,281.25** (\$34,250 divided by eight Wellington municipalities). The total cost of the project is \$295,400 including in kind contributions (ie staff time) or \$137,000 in actual cost to the four funding collaborators (UTRCA, Oxford, Guelph and the Wellington County municipalities).

The design and development of the LSWIMS project is eligible under the provincial Source Protection Municipal Implementation Fund (SPMIF) and SPMIF funding from each of the Wellington County municipalities has been budgeted for the database.

Annual operating costs for the database are currently estimated between \$3,500 to \$6,500. The 2016 operating costs would also be SPMIF eligible and the operating costs would also be split between the eight Wellington municipalities (\$437.50 to \$812.50 per municipality). Going forward past 2016, staff will engage the County and area municipalities in discussions regarding the annual, operating costs for LSWIMS database and future operating budgets.

For the database design and development and the 2016 operating cost, procurement was completed jointly for all eight Wellington County municipalities through the Township of Centre Wellington procurement by-law. This is similar to the procurement for other source protection contracts such as septic inspections. The database procurement was approved at the December 14, 2015 Township of Centre Wellington Council meeting. Each municipal Council in Wellington County will make the decision to sign (or not sign) the Collaboration Agreement individually and therefore will make the decision whether to participate (or not participate) in the joint procurement.

4.0 Consultation

Council
Smith Valeriotte Law Firm LLP
Centre Wellington Corporate Services (Managing Director of Corporate Services, Information Technology & Services and Legislative Services Divisions)
Wellington Source Protection Working Group

5.0 Communications Plan

Through regular Council meeting.

Attachment:

LSWIMS Collaboration Agreement Final November 25, 2015

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

This Agreement is intended to document the collaboration on the development, implementation and use of a Local Source Water Information Management System (LSWIMS) by the following parties:

COLLABORATION AGREEMENT BETWEEN:

**Upper Thames River Conservation Authority (UTRCA);
The Corporation of the Township of Centre Wellington;
The Corporation of the Town of Erin;
The Corporation of the Township of Guelph / Eramosa;
The Corporation of the Township of Mapleton;
The Corporation of the Town of Minto;
The Corporation of the Township of Puslinch;
The Corporation of the Township of Wellington North;
The Corporation of the County of Wellington;
County of Oxford;
The Corporation of the City of Guelph; and
Grand River Conservation Authority (GRCA).**

(Collectively, the Collaborators)

Whereas:

The objective of the Local Source Water Information Management System (LSWIMS) initiative is to develop a Data storage and management solution to assist municipalities in administering and reporting on municipal activities associated with complying with requirements under the *Clean Water Act, 2006* including but not limited to, Part IV.

The solution will be developed by Upper Thames River Conservation Authority with a collaborative team to share ideas and possible solutions, and to consider ways to integrate it with existing systems. The Collaborators realize the power of a collaborative approach in that their contributions will result in a better end product. To this end, a Steering Committee has been formed to bring forward input from all collaborators on an equitable basis.

The outcome of this work will be a System that can be used effectively by the Funding Collaborators who choose to use it under this Agreement.

UTRCA submitted a funding proposal to the Collaborators. This funding proposal is attached as Schedule A to this Agreement and forms the basis for the funding provided for under this Agreement.

The funding proposal is based on the Information and Functional Needs Assessment attached as Schedule B to this Agreement.

The contact persons for the Collaborators are identified in Schedule C attached to this Agreement.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

It is acknowledged that the work began in November 2014 with Phase 1 now complete.

Therefore the Collaborators agree:

1. Definitions

Collaborator – means a Funding Collaborator or a Non-Funding Collaborator.

Data – means information entered or uploaded to be available in the System.

Funding Collaborator – means a participant in this Agreement who provides both ongoing financial contributions and in-kind contributions to the Project.

MFIPPA – means the *Municipal Freedom of Information and Protection of Privacy Act*.

Non-Funding Collaborator – means a participant in this Agreement who, although collaborating with the other Collaborators, does not provide, or no longer provides, any financial contributions to the Project, but rather, provides only in-kind contributions to the Project.

Phase – means a phase of the Project, as set out in Schedule A.

Project – means the development, implementation and use of the System.

RMO – means a Risk Management Official under the *Clean Water Act, 2006*.

SPA – means a Source Protection Authority under the *Clean Water Act, 2006*.

Steering Committee – means a committee consisting of representatives of the Collaborators. Each Collaborator may appoint one (1) voting representative and one (1) or more non-voting representative(s) to the Steering Committee.

System – means the Local Source Water Information Management System described in this Agreement.

2. Scope of the Project

The Collaborators agree to work together on the following aspects of the System under this Agreement:

- Information and Functional Needs Assessment;
- System development including database schema and interface;
- System administration and maintenance;
- Document template development;
- Reporting functionality issues;
- Functionality improvements;
- Documentation; and
- User support.

This scope may be adjusted through amendments to this Agreement.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

3. Steering Committee

The Steering Committee shall provide guidance and direction regarding functional needs and overall “look and feel” of the program. The roles and responsibilities of the initial Collaborators and the initial members of the Steering Committee are summarized in the following table:

	Collaborator	Steering Committee Member(s)
1	UTRCA <ul style="list-style-type: none"> Represents the municipalities of Perth East, Perth South, West Perth, St Mary’s, Stratford and London Collaborating SPA Funding Collaborator 	Chris Tasker <ul style="list-style-type: none"> Project manager Collaborating RMO John Campbell <ul style="list-style-type: none"> System developer Information Management methodologies researcher
2	City of Guelph <ul style="list-style-type: none"> Funding Collaborator 	Peter Rider <ul style="list-style-type: none"> Collaborating RMO
3	GRCA <ul style="list-style-type: none"> Collaborating SPA Non-Funding Collaborator 	Martin Keller
4	Oxford County <ul style="list-style-type: none"> Funding Collaborator 	Cassandra Banting or Deborah Goudreau <ul style="list-style-type: none"> Collaborating RMO
5	Wellington County Municipalities <ul style="list-style-type: none"> Represents the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington. Funding Collaborator 	Kyle Davis <ul style="list-style-type: none"> Collaborating RMO

Each Collaborator may change its individual representative(s) on the Steering Committee at any time by providing written notice to the other Collaborators.

4. Project Management

UTRCA shall develop the System in accordance with this Agreement, and within the funding proposal in Schedule A. UTRCA shall manage the Project in accordance with the deliverables, cost estimates and progress payments set out in Schedule A. The Project will be led by Chris Tasker and John Campbell from UTRCA. Chris will act as project manager and John will act as System developer.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

5. Development of the System

The Steering Committee shall work to identify the required functionality for the System, and shall ensure that, unless otherwise agreed to by the Steering Committee, the functionality is sufficient to meet the requirements of all applicable legislation and is not less than the functionality identified in Schedule B. UTRCA shall develop the System so that it meets the functionality specifications identified and agreed by the Steering Committee. UTRCA shall research applicable methodologies and use best practices to ensure that the System meets the required functionality.

Following implementation of the System, the Steering Committee shall make all decisions regarding any functional improvements required, based on input from the Collaborators.

6. Operation and Maintenance of the System

Once the System has been developed and implemented, UTRCA shall operate and maintain it in working order, and shall take all reasonable steps to avoid interruptions in use and loss of Data, and to ensure that any maintenance required is carried out in a timely manner. UTRCA shall ensure that any functionality improvements identified and agreed by the Collaborators from time to time are implemented in a timely manner.

The Funding Collaborators shall work expeditiously to develop a business continuity plan which will define the risks to business continuity and the measures the parties agree to put in place to manage those risks. UTRCA shall implement the final approved business continuity plan.

The costs of any agreed functionality improvements after implementation of the System, including implementation of the business continuity plan, will form part of the annual operating and maintenance costs which will be borne by the Funding Collaborators in accordance with the terms of this Agreement.

7. Data Management

Each Funding Collaborator is individually responsible for uploading its Data, ensuring its Data's accuracy, complying with *MFIPPA* requirements, ensuring the privacy / confidentiality of its Data and otherwise preventing unauthorized or inappropriate access to its Data, and protecting the integrity of its Data. Any existing intellectual property rights associated with Data uploaded by a Funding Collaborator are not affected by this Agreement and will remain the property of that Funding Collaborator. Funding Collaborators can choose to work jointly through the Steering Committee in addressing any of the above obligations, including but not limited to conducting a privacy impact assessment and / or a business continuity plan. The Steering Committee shall be responsible for determining the method of transmission and storage of Data. UTRCA shall implement the measures as directed by the Steering Committee.

Although each Funding Collaborator is responsible for uploading its own Data, UTRCA shall assist in the bulk upload of Data in accordance with the Data licensing requirements of each respective Funding Collaborator. Each Funding Collaborator is responsible to ensure that the proper Data licenses are in place and enforced and shall indemnify the other Funding Collaborators in respect of the same.

Collaborators shall not make Data available to other Collaborators, unless agreed to in writing between them.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

8. In-kind Contributions

All Collaborators shall make in-kind contributions to the Project including:

- Time and effort required for consistent representation of and participation by the Collaborators on the Steering Committee;
- Careful attention to ensuring appropriate supervision for their staff and volunteers involved in the collaboration;
- Input and direction towards the design and development of the final product and its functionality; and
- Resources required to ensure fulfillment of specific commitments under this Agreement.

9. Financial Contributions

The Funding Collaborators agree to make payments to UTRCA for the purpose of developing, implementing, operating and maintaining the System, in accordance with this Agreement.

The Project has been subdivided into distinct Phases as set out in Schedule A. The Funding Collaborators shall contribute equally to the financial costs of each Phase (as set out in Schedule A), and agree to make payments for each Phase following completion of that Phase. It is acknowledged that Phase 1 is complete, and payments for Phases 1 and 2 will be made by the Funding Collaborators as set out in Schedule A. The Steering Committee shall confirm completion of each Phase. Once the Steering Committee confirms completion of a Phase, UTRCA shall invoice the Funding Collaborators. Except in the case of a dispute, payment shall be made by Funding Collaborators in accordance with this Agreement within 45 days after receipt of the invoice.

10. Costs and Use of the System after Implementation

It is understood by the Funding Collaborators that once the System is operating, there will be annual operating and maintenance costs for the System and that such costs will be borne by the Funding Collaborators. The Steering Committee shall determine a fair and equitable method for apportioning annual operating and maintenance costs. The total costs billed to the Funding Collaborators for operating and maintaining the System will not exceed the actual costs to UTRCA. UTRCA shall provide to each Funding Collaborator, with each invoice, documentation supporting the operating and maintenance costs. Except in the case of a dispute, costs will be paid within 45 days after receipt of the invoice from the UTRCA. Invoices for operating and maintenance costs will be issued no more frequently than quarterly.

Each Funding Collaborator shall have the right to use the System, in accordance with this Agreement, provided that the Funding Collaborator's financial contributions are paid up to date.

Each Funding Collaborator shall have the right to request and receive exports of its Data from the System. UTRCA shall generate a Data extract in a mutually agreeable format within 30 days after such request.

11. Intellectual Property

Intellectual Property includes the programming developed for the System (excluding those tools which have been licensed from others). Stored Data is the intellectual property of and for the exclusive use of each Funding Collaborator (unless otherwise agreed to in writing between the Funding Collaborator and another Collaborator).

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

The Funding Collaborators shall jointly own the intellectual property rights in the System (excluding those tools which have been licensed from others). Each Funding Collaborator has the right to use the System as is or to modify it as it sees fit. Any such modification of the System would be outside of the scope of this collaboration. In so modifying the System, the Funding Collaborator assumes full risk for such modification and shall fully indemnify the other Funding Collaborators in respect of any such modification.

For the purposes of the programming tools required for the development of the System, UTRCA is responsible for obtaining permission to use any intellectual property belonging to third parties, and shall indemnify the Collaborators for any losses (including legal costs) arising in relation to any claim by a third party relating to a violation of intellectual property rights in relation to those programming tools.

Each Collaborator has the right to use or modify as it sees fit the Data structure and information contained in the Information and Functional Needs Assessment only (see Schedule B). Such use or modification would be outside of the scope of this collaboration.

12. Decision Making by Steering Committee

The Steering Committee shall strive for consensus in all of its decisions. In instances where consensus is not possible, the Project Manager will request that a recommendation be put to a vote where each Funding Collaborator is entitled to one vote and a simple majority will decide the outcome. For purposes of a vote, the quorum will be three (3) members. In the event of a tie, the decision will be in the negative. If a simple majority is not achieved, then the recommendation fails. A failed recommendation may result in an alternative recommendation being made and a separate vote being called.

13. Resolving Conflicts

As this Project is being undertaken through collaboration, a consensus building approach will be taken to dealing with conflicts if they arise. To resolve conflicts and complaints satisfactorily if differences arise, the Collaborators agree to:

- Address their differences in a timely, open, respectful and honest manner;
- Discuss the reasons for the differing positions and look for common ground;
- Consider alternative solutions to the problems which accommodate to the extent reasonable as many of the differing interests as possible; and
- Attempt to resolve issues at the staffing level at which they occur.

Each Collaborator may wish to seek direction from its municipal council or board of directors on an issue over which a conflict arises. Should the matter still remain unresolved, the Collaborators may engage an independent mediator to resolve it. The costs of such mediation would be borne by the Collaborators involved.

If a Collaborator is not complying with this Agreement, another Collaborator may bring forward the non-compliance to the Steering Committee for discussion and resolution. The Steering Committee, upon a majority decision, may terminate the Agreement with respect to a Collaborator upon at least 60 days' written notice for failure to comply with this Agreement.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

14. Addition of New Collaborators

The Steering Committee may, from time to time, accept the addition of other municipalities or conservation authorities as Funding Collaborators or Non-Funding Collaborators. Upon the agreement of the Steering Committee to accept the addition of a new Funding Collaborator or Non-Funding Collaborator, the Collaborators shall amend this collaboration Agreement to include the new Collaborator. Each new Funding Collaborator will be required to share the financial obligations on an equal basis with the existing Funding Collaborators for development of the System and shall share in the rights and responsibilities of a Funding Collaborator described in this Agreement. The Funding Collaborators shall develop a process to manage how the financial contributions paid by additional Collaborators will be used by the original Funding Collaborators

Each additional Funding Collaborator would also be responsible for payment of its share of the annual operating and maintenance costs.

15. Initial Term and Automatic Renewal of this Agreement

This Agreement will commence on the 26th day of November, 2014 and will continue in force for a period of 2 years, ending on the 25th day of November, 2016.

This Agreement will automatically continue following the expiry of the term set out above until it is either:

- Superseded or replaced by a subsequent agreement; or
- Terminated in its entirety by mutual agreement of all Collaborators upon at least 6 months' written notice.

16. Withdrawal of Collaborators

A Collaborator wishing to withdraw shall provide a minimum of 6 months' written notice to the other Collaborators regarding its intention to withdraw from the collaboration or, in the case of a Funding Collaborator, withdraw its future financial contributions to the collaboration. During the notice period the withdrawing Collaborator shall complete any outstanding reporting and service delivery commitments, as well as all ongoing financial contribution obligations. The withdrawal of any number of Collaborators, short of all Collaborators, will not terminate this Agreement as it pertains to the remaining Collaborators.

If the Upper Thames River Conservation Authority withdraws from the collaboration, it shall, prior to the date of withdrawal, provide each of the Collaborators with:

- The System (excluding any third-party licensing agreements) or any portion of the System and background work that has been undertaken to date if the System is not complete; and
- Its own Data (if applicable) in a mutually agreeable format.

If a Collaborator provides notice, as indicated above, to withdraw from the collaboration, then:

- As of the date of termination, the Collaborator ceases to be a Collaborator, and this Agreement will continue unchanged, except to the extent that the withdrawing Collaborator shall no longer be a Collaborator to the Agreement; and
- Withdrawal from the collaboration will not affect any rights or obligations accrued up to the date of termination or arising in relation to matters occurring while the Collaborator was a

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Collaborator to the Agreement.

If a Funding Collaborator provides notice as indicated above to withdraw future financial contributions to the collaboration, then, as of the date of termination of its financial contribution obligations, the Funding Collaborator shall remain as a Non-Funding Collaborator, and shall not be required to provide future financial contributions. In so withdrawing, the Collaborator shall no longer be a Funding Collaborator and forfeits the continued use of the System and any other Funding Collaborator rights.

If a Collaborator withdraws or terminates, or changes from a Funding Collaborator to a Non-Funding Collaborator, then no refund will be provided to the former Funding Collaborator.

Upon withdrawal or termination of a Funding Collaborator, or change from Funding Collaborator to Non-Funding Collaborator status, the Data that has been entered or uploaded into the System by the Funding Collaborator will be provided by UTRCA to the withdrawing/terminated Funding Collaborator in a mutually agreeable format. Data which has been extracted from the System and provided to the withdrawing/terminated Funding Collaborator will be removed from the System by UTRCA and all copies in the possession of UTRCA will be destroyed unless otherwise agreed to at the time of the withdrawal.

17. Waiver

Failure by any Collaborator to enforce any provision of this Agreement will not be considered a waiver by that Collaborator of such provision. No waiver of any rights under this Agreement will be valid unless in writing and signed by the Collaborator to whom they are a benefit. Further, waiver of any rights will not be considered a waiver by the Collaborator of any other obligation under this Agreement, or of any future rights arising under such provision.

18. Amendment

This Agreement may only be amended by agreement of all Collaborators in writing from time to time.

19. Applicable Law

The Collaborators agree to carry out the terms of this Agreement, including development and use of the System, in accordance with the law of the Province of Ontario. The Collaborators specifically agree that they are bound by *MFIPPA* in respect of this Agreement and use of the System.

20. Notice

Notice under this Agreement shall be provided to the Collaborators in writing. Notice shall be provided in at least one of the manners indicated below and using the contact information contained in Schedule C - Contacts. Notice shall be made to all of the persons described in Schedule C - Contacts. Notice made by regular mail will be considered to have been received five (5) business days following the date it is postmarked. Notice made by fax will be considered to have been received on the next business day following the date on which a fax transmission receipt indicating delivery is received. Notice made by email will be considered to have been received on the date on which it is sent.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

21. Conflict between this Agreement and Schedule A

In the event of conflict between the provisions of this Agreement and the funding proposal attached as Schedule A hereto, the provisions of this Agreement will supersede.

22. Counterparts

This Agreement may be executed in any number of counterparts, whether in paper form, transmitted by facsimile or e-mail transmission of Portable Document Format (PDF), each of which will constitute an original and all of which, taken together, will constitute one and the same instrument. Any Collaborator executing this Agreement by fax or PDF file shall, immediately following a request by any other Collaborator, provide an originally executed counterpart of this Agreement, provided, however, that any failure to so provide will not constitute a breach of this Agreement except to the extent that such electronic execution is not otherwise permitted under the *Electronic Commerce Act, 2000*.

[Signature Pages Follow]

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

IN WITNESS OF THIS AGREEMENT the parties have executed below:

(LEGAL NAME OF EACH COLLABORATOR)

Per its authorized signatory/signatories:

The Upper Thames River Conservation Authority

(Date Signed)

Chris Tasker,
Source Protection Project Manager

The Corporation of the Township of Centre Wellington

(Date Signed)

Kelly Linton
Mayor

(Date Signed)

Kerri O'Kane
Clerk

The Corporation of the Town of Erin

(Date Signed)

Allan Alls
Mayor

(Date Signed)

Dina Lundy
Clerk

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

The Corporation of the Township of Guelph / Eramosa

(Date Signed)

Chris White
Mayor

(Date Signed)

Meaghen Reid
Clerk

The Corporation of the Township of Mapleton

(Date Signed)

Neil Driscoll
Mayor

(Date Signed)

Brad McRoberts
Acting CAO / Clerk

The Corporation of the Town of Minto

(Date Signed)

George Bridge
Mayor

(Date Signed)

Bill White
CAO / Clerk

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

The Corporation of the Township of Puslinch

(Date Signed)

Dennis Lever
Mayor

(Date Signed)

Karen Landry
CAO / Clerk

The Corporation of the Township of Wellington North

(Date Signed)

Andy Lennox
Mayor

(Date Signed)

Karren Wallace
Clerk

The Corporation of the County of Wellington

(Date Signed)

George Bridge
Warden

(Date Signed)

Donna Bryce
Clerk

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

County of Oxford

(Date Signed)

Peter M. Crockett, P. Eng.
Chief Administrative Officer

The Corporation of the City of Guelph

(Date Signed)

Derrick Thompson
Deputy CAO Public Services

Grand River Conservation Authority

(Date Signed)

Joe Farwell
Chief Administrative Officer

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule A – Funding Proposal

LSWIMS Collaboration Agreement - Schedule A

Funding Proposal

November 18, 2015

Background

LSWIMS funding collaborators requested that they be provided with a proposal to allow them fund the project. This proposal includes a project estimate and a progress payment schedule. This proposal was developed for discussion by the collaborators. This proposal has been revised to reflect progress to date.

These services will be provided as part of a collaborative effort where the Upper Thames River Conservation Authority will be collaborating with municipalities on finding solutions to our shared Source Protection information management needs. This collaboration will inform and assist with the development of the services and deliverables included in this proposal. The work will be guided by the collaborators participating in the steering committee. UTRCA would be pleased to provide the following to be used by each funding collaborator for the price indicated below.

The project budget includes considerable in-kind contribution of staff time by all collaborating parties. This proposal is for funding to produce the specified deliverables identified herein and set up and maintain the systems upon which the system development is undertaken. The deliverables are further described in the Information and Functional Needs Assessment.

This proposal supports the collaboration agreement.

Deliverables and Cost Estimates

Phase	Deliverable and Description	Total estimated cost including in-kind collaborator contributions	Individual Collaborator Cost Estimate (excluding in-kind contributions)	Estimated Completion Dates
1	Needs Assessment <ul style="list-style-type: none">Functional Needs (outputs / Administrative Functions)Information Needs(data input)	\$76,400	\$9,750	Nov 2015
2	Preliminary database schema and Interface <ul style="list-style-type: none">data fields and tablesrelationshipsinterface mockups			
3	Preliminary system release - basic functionality <ul style="list-style-type: none">Contact InfoAddress infoSite Info (Threats, Address)NotesDocuments - import/export only- Orders, Notices, RMP pdf, jpg, no editsOne time import of threats, address, site	\$81,000	\$4,500	Dec 2015
4	Mapping and Spatial Integration <ul style="list-style-type: none">Mapping - view ARDB2 info only and create site polygon(s)	\$58,000	\$10,000	Mar 2016

LSWIMS Collaboration Agreement - Schedule A

Phase	Deliverable and Description	Total estimated cost including in-kind collaborator contributions	Individual Collaborator Cost Estimate (excluding in-kind contributions)	Estimated Completion Dates
	<ul style="list-style-type: none"> Spatial queries and population of ARDB2 data Automated Import of data (ARDB2, parcels) 			
5	Communications and chronology <ul style="list-style-type: none"> Site Chronology and Tasks Communication Records Email integration 	\$30,000	\$5,000	July 2016
6	Administration and Reporting <ul style="list-style-type: none"> Basic reporting Basic administrative functions User electronic documentation system 	\$50,000	\$5,000	Nov 2016
	Total	\$295,400	\$34,250	
	Annual Operation and Maintenance Costs <ul style="list-style-type: none"> User Support Administration and maintenance Developer Support (Azure) System Operating Costs (Azure server and SQL) Spatial Operating Costs Email parsing 	N/A	\$3,500-6,500	annual costs starting Jan 1, 2016

Project Funding Progress Payments

Progress payments shall be paid to UTRCA by each Funding Collaborator as follows. It is acknowledged and agreed that in the cost estimate provided above, the reference to "Individual Collaborator Cost Estimate" is an estimate of the cost for each Funding Collaborator. As it applies to the Wellington County municipalities, this means the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington will equally share those costs as one Funding Collaborator. Similarly the costs identified in the following payment schedule are the costs for each Funding Collaborator which shall be shared equally by those Wellington County municipalities.

- \$9,750 (plus applicable taxes) due immediately
- \$4,500 (plus applicable taxes) due upon substantial completion of basic functionality (December 2015)
- \$10,000 (plus applicable taxes) due by upon completion of Mapping and Spatial Integration (March 2016)
- \$5,000 (plus applicable taxes) due by upon completion of Communications and Chronology (July 2016)
- \$5,000 (plus applicable taxes) due by upon completion of Administration and Reporting (Nov 2016)
- Annual Operation and Maintenance costs will be billed quarterly based on actual costs

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule B – Information and Functional Needs Assessment

Functional and Information Needs Assessment

One of the most important steps in an information management project is defining the needs and setting priorities which will help define the scope of the project. Needs identification is especially important in a staged project which is the most probable approach to be taken to the evolution of this project. This needs assessment will allow a preliminary prioritization of the needs. By collaborating on the functional needs, the project team can develop an assessment of common needs which can be applied to meet their individual needs as well as providing guidance and a starting point to others with similar needs. It is hoped that by developing this needs assessment the project participants will be able to move forward with developing information management system(s) which meet their needs whether done collaboratively or individually.

This needs assessment is intended to be a living document. As the project progresses it is acknowledged that the needs and priorities will evolve. As needs are re-assessed it will be important to document the evolution. If we wait until the needs are fully refined we will not have time to implement and develop a IM solution to meet those needs. Further, prioritization will be important so that the project participants can begin to develop solutions to meet their priority needs in a timely fashion. A more nimble approach is to solution development will allow the solutions to evolve rather than following an extensive and exhaustive definition of the needs which would be necessary to move towards a more formal application development by a contractor. This document is intended to allow a strong overview of the general needs to allow priorities to be set and progress towards application development to be achieved.

Basic Concepts

- Centered around a map, location based data
 - link everything to location
- accessible from anywhere with a data connection or wireless signal
- secure - access limited to RMS staff
- only access information from your municipality(ies)
- link to publicly available AR information
- use data format, structure and tools already available (Threats, ARDB, Policy dBase, etc.)
- collaboratively developed
- A web based approach is the most likely development approach however it will be important to keep options open and needs assessment general. A web based solutions:
 - allow use by multiple partners with a common development platform
 - development and improvements are able to be rolled out seamlessly
 - allows secure access remotely
 - can be integrated into locally developed solutions

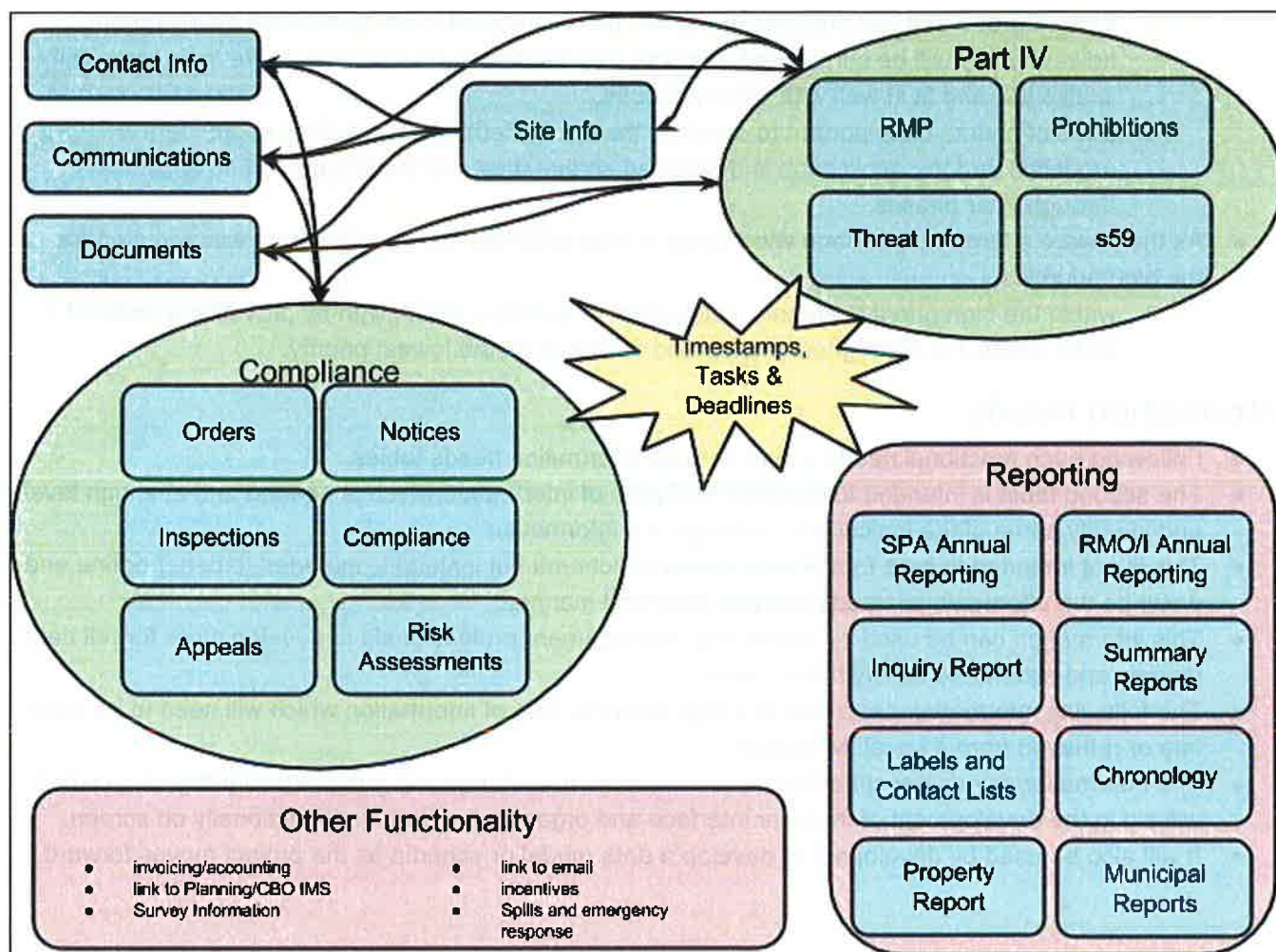
Functional Needs

- Functional Needs were considered first
- Basic types of information were identified within the functional needs
- Output and reporting of the information was considered
- Other functional needs were also considered
- In the following sections the functional needs are described first
- An assessment of the relative priorities is identified through consensus of the group
 - initially only a high and low priority level was assigned to each functional need

- It was agreed that low priorities would not be the focus of initial application development however they will be considered as some may be able to be included where their complexity is also low and fit in well with other priorities.
- It will of course be important to consider these long term lower priorities as the data is modelled and the application is developed so that they may be integrated into solutions through later phases.
- As there were a large number and wide range of high priorities further refinement was required for the high priorities
 - within the high priority category, refinement of priorities were given by providing a scale of 1 to 10 where 1 is the highest priority and 10 would be the lowest priority.

Information Needs

- Following each functional needs is one or more information needs tables.
- The second table is intended to describe the types of information which is needed and at a high level and identify some of the logical links between the information
- This is not intended to be a formal data model or schema but instead is intended to better define and describe the informational needs in a non-technical manner.
- This information can be used by information management professionals to develop more formal data models and schema to satisfy these needs.
- The following information describes at a high level the type of information which will need to be input into or retrieved from a Local IM system.
- The information needs described below are intended to be functional groupings of information which will aid in the development of the user interface and organize the data and functionally on screen.
- It will also be used by developers to develop a data model or schema as the project moves forward.



Contact Info	Priority	Complexity
<ul style="list-style-type: none"> record details of contacts related to sites, RMP, communications, etc details about the entity (person/company) which was contacted work for different types of contacts (operator, owner, tenant, agent, etc...) include internal contacts so that both parties can be recorded needs to be able to be updated but must retain historical records as to who was contacted when, but reduce the chances of using outdated contacts for current communications 	high 1	low

Information	Description
Name	<ul style="list-style-type: none"> person or business
Contact Type /Role	<ul style="list-style-type: none"> owner, tenant, agent, staff, sole proprietorship, partnership, corporation, not for profit corporation, municipality, province, federal may need to link contact (ie staff of a company) Include municipal staff - RMO, RMI, Planner, Building Official, etc

	<ul style="list-style-type: none"> • will require ability to maintain list
Addresses (location and mailing)	<ul style="list-style-type: none"> • both mailing address and location • may also want to include location address with an indication of type (home, office, mailing, etc)
Phone numbers	<ul style="list-style-type: none"> • multiple numbers • identify type - home, business, cell, fax • flag primary(s)
email	<ul style="list-style-type: none"> • provisions for multiple addresses • identify type - home, business, etc
active/inactive current/previous	<ul style="list-style-type: none"> • identify whether this is an active contact or a historical contact which is no longer active • retain inactive contacts • identify dates active/inactive was changed
Single Business identifier	<ul style="list-style-type: none"> • HST number • only included as it may be a provincial requirement

Site Location Info	Priority	Complexity
<ul style="list-style-type: none"> record information on the site links to contacts access to and record zone, vuln on site needs to be able to be updated, retaining historical records as part of the RMP links to RMP, orders, notices, risk assessments, compliance, inquiries, PI, inspection reports, communications, reports, photos, etc. - links either indirectly or directly to most of the information stored in the system location based information is the primary way in which information will be stored, sorted and accessed Spatial (could have multiple polygons in 1 parcel) report on chronology on the site query and review ARDB info mapping based with inspection capability to generate a report on the site link to threats 	high 1	high

Information	Description
SPR and SPA	<ul style="list-style-type: none"> select from list may be able to be populated from mapping
Site Address	<ul style="list-style-type: none"> street address of location
Municipality Name	<ul style="list-style-type: none"> select from list automatically populated
Roll/PIN	<ul style="list-style-type: none"> may be best to allow for either to be used
Property Type	<ul style="list-style-type: none"> general land use category - agricultural, residential, commercial, industrial, institutional, recreational, open space, etc may require ability to add multiple types
Property Zoning	<ul style="list-style-type: none"> look up table for the municipality will require ability to maintain list
NAICS Code	<ul style="list-style-type: none"> not a required field lookup table may need the ability to add multiple codes?
Spatial Representation	<ul style="list-style-type: none"> polygon to which most other information will be associated consider multi-part polygons? flexibility to be part of a parcel, go over multiple parcels
Vulnerable Areas / Scores	<ul style="list-style-type: none"> list of the zones and scores on the site link to vuln mapping query ARDB data for vuln, zone, ML, LD, Plmp, System, SPA, Municipality, etc

	<ul style="list-style-type: none"> first step could be many input of data
Water System / Well / Intake	<ul style="list-style-type: none"> pick from list
Site History	<ul style="list-style-type: none"> link to documents, communications, etc
Photos, reports and other documents	<ul style="list-style-type: none"> link to documents pertaining to the site link may be direct or indirect as determined as the data structure is better defined
Transport Pathways	<ul style="list-style-type: none"> new or changed record of CA notification
Prescribed Instrument	<ul style="list-style-type: none"> Notices related to PI (link to document) select PI type from list brief description of PI holder of the PI (link to contacts) provincial identification number date received expiry date

Communications Record	Priority	Complexity
<ul style="list-style-type: none"> record of communications related to site or occurrence (directly or indirectly to be determined later) linked to location discussed wherever possible document nature, record date/time, people involved, content, outcomes of the contact link to document (letter, report, etc), related information flexibility to record communications within the system or outside the system retention policy and the ability to manage could use this to document education and outreach contact, inquiries, informal communication of prohibitions, pre-consultation 	high 1	med

Information	Description
Type	<ul style="list-style-type: none"> paper, phone, email, meeting
Contact initiated by	<ul style="list-style-type: none"> select from contact(s)
Contacted party	<ul style="list-style-type: none"> select from contact(s)
Date and Time	<ul style="list-style-type: none"> date and time of contact
Description	<ul style="list-style-type: none"> brief description or abstract of the communication and the outcome
Document link	<ul style="list-style-type: none"> link to letter, email, agenda, notes or document containing more details as to the communications

Tasks	<ul style="list-style-type: none"> link to tasks resulting from or that caused the communication
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Part IV details	Priority	Complexity
<ul style="list-style-type: none"> not likely possible to include all the <i>details</i> in structured fields RMP would likely start as a document created based on a template with basic fields for search and query capabilities add general search capability of information included in document query or search basic structured info while majority of info contained in document based on flexible template document prohibitions. In most instances prohibitions would be documented through either an inquiry (communication, notice or order and the details contained therein need to document sec 59 requirements. Some of this would be documented through the issuance of section 59 notices, however if the activity is prohibited neither notice is issued so some form of local notice needs to be issued threat sub-category lookup using Threats ver8 tool policy database lookup based on sub-threat category and municipality/SPA. <p>Future improvements</p> <ul style="list-style-type: none"> generate the formal RMP once agreed to or otherwise established store the concepts considered and the decisions as to what will be included in the RMP identify future considerations create the official document which will be delivered, and stored in the system provide summary information on a RMP or groups of RMP (by property, time period, etc) 	high 2	high

Risk Management Plan

Information	Description
Number	<ul style="list-style-type: none"> allow for the ability for the municipality to tag each plan with an instrument number may wish to have alpha-numeric characters flexible to allow for municipality to develop a system that works for their needs
Type	<ul style="list-style-type: none"> negotiated/agreed to or established
category	<ul style="list-style-type: none"> municipalities have the ability to establish categories will be unique to municipality based on bylaw needs to be customizable could be based on complexity include documentation of interim plans

status	<ul style="list-style-type: none"> • in progress, proposed, accepted, established, appealed, expired, refused, renewed, updated, etc • store status and date achieved, retain history of status changes • document who updated status • only allow status to be changed by RMO • consider time based status changes which happen automatically and generate task (ie expiry, inspection or reporting) • locks record after a certain status is reached • links to historical status
Links to	<ul style="list-style-type: none"> • site info • contact info • SPP policy <ul style="list-style-type: none"> ◦ link via threat subcategories ◦ for municipal, SPA • threats and activity info • compliance details • notices or orders
Rationale	<ul style="list-style-type: none"> • document reason for refusal or agreement on RMM
Official RMP	<ul style="list-style-type: none"> • static copy of RMP (pdf of document) • retain previous versions of RMP, including word template for future updates or copying
Dates	<ul style="list-style-type: none"> • Accepted or established • Expiry • link to inspection dates
Threats	<ul style="list-style-type: none"> • Threat subcategory • potential, verified, identified in assessment report
RMM	<ul style="list-style-type: none"> • link to RMMC • add hyperlink to catalogue rather than full integration (future improvement) • copy measure ID to this database to store and associate with RMP information (manually copied?) • lookup search and record RMM from catalogue • low priority
Self Reporting	<ul style="list-style-type: none"> • due date • status (received, reviewed, overdue, etc) • link to copy of report

Prohibition

Information	Description
Number	<ul style="list-style-type: none"> • allow for the ability for the municipality to tag each location with a reference number • may wish to have alpha-numeric characters • flexible to allow for municipality to develop a system that works for their needs

Links to	<ul style="list-style-type: none"> • site info • contact info • link to a communication • threats and activity info • compliance details • notices or orders • <i>local</i> prohibition notice to be recorded when a prohibition is identified and communicated to a property owner or person engaged in an activity - this would allow prohibitions to be indicated as a notice
Identified through	<ul style="list-style-type: none"> • inquiry • sec 59 application • inspection • etc...
Rationale	<ul style="list-style-type: none"> • document rationale for prohibition • link to policy
Dates	<ul style="list-style-type: none"> • Date Identified • Communication chronology
Threats	<ul style="list-style-type: none"> • Threat subcategory • potential, verified, identified in assessment report

Threats (or Condition)

Information	Description
Prescribed Drinking Water Threat(s)	<ul style="list-style-type: none"> • pick from list • may have many on a site or for a RMP
Threat Subcategories	<ul style="list-style-type: none"> • filter based on PDWT picked above
Zones/scores	<ul style="list-style-type: none"> • WHPA, IPZ, ICA, EBA
circumstances	<ul style="list-style-type: none"> • chemical/pathogen • quantity, ML, LD, PImp, etc
links to documents	<ul style="list-style-type: none"> • link to documents related to the RMP, Prohibition or s59 review
Quality/Quantity	<ul style="list-style-type: none"> • identify whether the activity is a quality or quantity threat or both
Significant/Moderate or Low	<ul style="list-style-type: none"> • Identify whether threat is a Significant, Moderate or Low Threat
Condition	<ul style="list-style-type: none"> • identify if a condition exists in this location • will need basic description of the condition • link to report(s)
Issue	<ul style="list-style-type: none"> • indicate whether the threat or condition is contributing to an issue in an ICA • identify the issue that the activity is contributing to

Event Modelled	<ul style="list-style-type: none"> • indicate the EBA(s) that the activity is occurring in • identify the activity, volume and contaminant
Local Threat	<ul style="list-style-type: none"> • identify the local threat from list • will need the ability to administer the list of local threats

Compliance, Order, Notices	Priority	Complexity
<p>Part IV compliance</p> <ul style="list-style-type: none"> • relates to properties and RMP or prohibition • links to Inspection report details • record compliance with orders, etc • similar to Part IV details • query basic info from structured fields but most details contained in a template based document • template based initially, generate the formal notice or order to be served (future improvement) • create the official document (word processor) which will be delivered, and stored in the system • create and store non-editable (pdf?) version as well as word version for future revisions, etc. • provide summary information on a notice, order or group of notices, orders (by property, time period, etc) <p>SPP Compliance</p> <ul style="list-style-type: none"> • SPP implementation • non-Part IV policies • this part can be determined later 	high 4	low

Information	Description
type	<p>Notice Type</p> <ul style="list-style-type: none"> • Requirement for RMP 58(4) • Agree to RMP 58(6) • Intent to establish 58(7) • Intent to amend 58(13) • Refusal to issue notice 70(3) • Application of RLU 59(2) • Intent to cause things to be done 64(2) <p>Informal Notices</p> <ul style="list-style-type: none"> • notice identifying activities which may be prohibited????? <p>OrderType</p> <ul style="list-style-type: none"> • Establish RMP 58(10) • Amend RMP 58(12) • Report 63(1)3 • Requiring access 80 • Pay Costs 67 • Enforcement 63(1)

	<ul style="list-style-type: none"> Enforcement of RMP 63(4) Temporary relief with conditions 63(3) Permit Access (80)
date issued	<ul style="list-style-type: none"> record the date and time the notice or order was issued auto fill value but allow to be revised if generated offline
issued by	<ul style="list-style-type: none"> RMO/I who issued the notice select from contact info filtered to RMI
issued to	<ul style="list-style-type: none"> select from contact info
served details	<ul style="list-style-type: none"> date time service method served by
background	<ul style="list-style-type: none"> detail retained in the template based document only and not part of the structured database
rationale	<ul style="list-style-type: none"> detail retained in the template based document only and not part of the structured database
order notice text	<ul style="list-style-type: none"> detail retained in the template based document only and not part of the structured database
order synopsis	<ul style="list-style-type: none"> brief description or abstract of the order details to be retained in the template based document
compliance	<ul style="list-style-type: none"> identify compliance with the order indicate date and time recorded
activity type	<ul style="list-style-type: none"> inspection, meeting, court appearance, order, notice, charge,
link to document	<ul style="list-style-type: none"> may be document based at first link to documents which contain history, details

Inspections	Priority	Complexity
<ul style="list-style-type: none"> template driven with basic details in structured database record occurrence and results from inspections generate inspection reports from template provide link to static copy of the resulting document email report link to RMP and site info 	high 8	

Information	Description
categories/ reasons	<ul style="list-style-type: none"> choose all that apply to visit/inspection general site visit vs formal inspection complete survey

	<ul style="list-style-type: none"> • education/outreach • cold call or proactive • complaint based • follow up visit/inspection • threats verification • threats update • compliance with RMP • compliance with prohibition
link to notices, orders	<ul style="list-style-type: none"> • link to orders or notices which result from inspection
threats and circumstances	<ul style="list-style-type: none"> • look up threats and circumstances from threats table and record
description of visit	<ul style="list-style-type: none"> • date, time • Inspector • reason for inspection • brief description of findings • contacts involved with inspection
link to RMP	<ul style="list-style-type: none"> • compliance checklist????

Property specific Inquiries	Priority	Complexity
<ul style="list-style-type: none"> • document as a communications record • public, CBO, planning, legal, etc • link to internal municipal system • email based exchange of information • use AR, Threats Lookup, Policy Lookup tools from site info section 		

Risk Assessment Review	Priority	Complexity
<ul style="list-style-type: none"> • link to submitted document • record status • can be developed when guidance is received • document the outcome • report results to inform vuln area updates 	low	

Information	Description
Date/Status	<ul style="list-style-type: none"> • received, review started, paused, resumed, approved or declined
submitted by	<ul style="list-style-type: none"> • select from contacts
received by	<ul style="list-style-type: none"> • select from contacts
reviewed by	<ul style="list-style-type: none"> • select from contacts
completed by	<ul style="list-style-type: none"> • select from contacts
location link	<ul style="list-style-type: none"> • link to location • may link to existing polygon or create a new polygon

Appeals	Priority	Complexity
<ul style="list-style-type: none"> • record details of appeals such as date filed, held, etc • record the results of the appeal • link to the document appealed • similar to compliance, part IV details 	low	

Information	Description
Date/Status	<ul style="list-style-type: none"> • potential, likely, filed, scheduled, finished, resumed, upheld or overturned
initiated by	<ul style="list-style-type: none"> • select from contacts
location link	<ul style="list-style-type: none"> • link to location • may link to existing polygon or create a new polygon

Documents	Priority	Complexity
<ul style="list-style-type: none"> • associate document with location • include time/date and other details on the document • photos <ul style="list-style-type: none"> ○ store site photos ○ record date and GPS coordinates taken ○ link to site • maps <ul style="list-style-type: none"> ○ store static copy of site mapping ○ retrieve and store information from ARDB ○ site records ○ site plans ○ similar to photos, documents • Documents <ul style="list-style-type: none"> ○ see documents Information requirements ○ static copy of documents received or generated ○ 	high 4	med

Information	Description
Document Type	<ul style="list-style-type: none"> • Orders, Notices • applications, surveys, etc • reports • letters, emails • agenda, notes • RMP • Photos • static map • Prescribed Instruments (#) or related statements, HWIN#
Date	<ul style="list-style-type: none"> • received, added to database
Received/added by	<ul style="list-style-type: none"> • pick from contacts
description	<ul style="list-style-type: none"> • Brief description of the document
unique identifier	<ul style="list-style-type: none"> • used to identify the document • could include information on the type and property/location
link to location	<ul style="list-style-type: none"> • ability to select existing location or create new
Searchable	<ul style="list-style-type: none"> • Ability to search through document with simple "google type search"

Timestamps, Tasks & Deadlines	Priority	Complexity
<ul style="list-style-type: none"> • document when and what happened • chronology discussed in many areas above • similarities to documents and email • notification of receipt of correspondence, approaching deadlines, etc most likely through email integration • needed for tracking and reporting on chronology • allow assignment of tasks • generate daily, weekly forward looking schedules • Dashboard of tasks 	high	mid - high

Information	Description
added date	<ul style="list-style-type: none"> • default current date and time • ability to adjust?
assigned to	<ul style="list-style-type: none"> • select from contacts • could be internal (RMO/I) or external (Person engaged, holder of RMP - ie self reporting requirement, request for information) • Could be resulting from formal orders, notices • can it be delegated or completed by other?
assigned by	<ul style="list-style-type: none"> • select from contacts (internal)
due date	<ul style="list-style-type: none"> • indicate date task requires completion
completed by	<ul style="list-style-type: none"> • select from contacts
status and date	<ul style="list-style-type: none"> • identified, assigned, planned, initiated, scheduled, completed • default current date and time • ability to adjust?

Annual Reporting	Priority	Complexity
RMO annual report <ul style="list-style-type: none"> produce hard copy and electronic tables of information required to be submitted to satisfy CWA reporting requirements retain static copy of information generated for submission (pdf) document status and submission of report 	high 8	
SPA annual report <ul style="list-style-type: none"> to be determined later 	low	

Information	Description
Report type	<ul style="list-style-type: none"> RMO/I report, SPA report, trial/interim/internal report, Transport pathways report
Start/end Date	<ul style="list-style-type: none"> Indicate the period of the report
Dates	<ul style="list-style-type: none"> record the date the report was created and submitted
submitted to	<ul style="list-style-type: none"> select from contacts multiple contacts
summary info	<ul style="list-style-type: none"> orders by type, notices by type, RMP accepted, RMP established, RMP rejected, RMP by category/type, inspections passed/failed, appeals initiated/overturned/sustained, charges laid by type, etc... Information to be queried from IMS
OP/ZBL	<ul style="list-style-type: none"> description of progress during reporting period date and status of updates
E&O	<ul style="list-style-type: none"> description of progress during reporting period contacts made
Other Policy implementation efforts	<ul style="list-style-type: none"> description of progress during reporting period reported by policy

Other Reports

municipal reports	<ul style="list-style-type: none"> to be determined later 	low	
inquiry report	<ul style="list-style-type: none"> generate a record of an inquiry information from databases related to project communications based info links to location 	high 8	
property specific mapping and report	<ul style="list-style-type: none"> property scale with enough surrounding detail for context and location to be evident generate title block information to include date printed and by whom include data sources included include appropriate use statements and disclaimers 		high
summary reports	<ul style="list-style-type: none"> covered by chronology activities within a time period activities within an area numbers of... types of... 		
mailing labels and contact lists	<ul style="list-style-type: none"> export to csv to use other tools to: generate standard mailing labels generate address information for pasting or merging on forms and correspondence generate contact lists for mailing of various information 	high 3	low
Site Chronology	<ul style="list-style-type: none"> Date created, date received communications, inspections, everything that happened on the site 	high 6	Med

Other Functionality	Priority	Complexity
invoicing/accounting		
<ul style="list-style-type: none"> • status of invoice • likely to use municipal system for invoicing • may wish to generate an invoice request for emailing to AP?? 	low	
link to planning/CBO IMS		
<ul style="list-style-type: none"> • internal or lower tier systems • CA - municipal systems • difficult in not impossible due to the different systems • likely solution is to use email to exchange information 	low	
Survey Information		
<ul style="list-style-type: none"> • generate or store questionnaire/web form information responses in database • associate with location 	low	
link to email		
<ul style="list-style-type: none"> • distribute information internally and externally by email • parse incoming information and link to site information 	functional	
Incentives		
<ul style="list-style-type: none"> • document incentives available • illustrate areas incentives are available for • document incentives applied for and accepted on properties • document risks that incentives have been applied to 	low	
Spills and Emergency Response		
<ul style="list-style-type: none"> • document notification and actions related to spills • document actions taken • document location and parties involved • link to RMP/threat where appropriate 	low	

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule C - Contacts

The following contact list is provided for the benefit of the Collaborators who are party to this collaboration Agreement. It provides primary contacts for each of the Collaborators and various methods of contact. For the purposes of notices identified in this Agreement, this list provides email, mail/courier and fax as acceptable delivery methods.

This contact list may be updated from time to time by circulating written notice to the Collaborators.

Upper Thames River Conservation Authority	Chris Tasker, Source Protection Project Manager Email: taskerc@thamesriver.on.ca	John Campbell, Senior Information Management Analyst Email: campbellj@thamesriver.on.ca
	Mail/Courier: 1424 Clarke Rd, London ON, N5V 5B9 Fax: 519-451-1188, Phone: 519-451-2800x258	
The Corporation of the Township of Centre Wellington	Kyle Davis, Risk Management Official Email: kdavis@centrewellington.ca Mail/Courier: Wellington Source Water Protection, 7444 Wellington Road 21, Elora, ON, N0B 1S0 Fax: 519-846-9858 Phone: 519.846.9691x362	
The Corporation of the Town of Erin		
The Corporation of the Township of Guelph / Eramosa		
The Corporation of the Township of Mapleton		
The Corporation of the Town of Minto		
The Corporation of the Township of Puslinch		
The Corporation of the Township of Wellington North		
The Corporation of the County of Wellington		
Oxford County	Deborah Goudreau, P.Eng., Manager of Water Services E-mail: dgoudreau@oxfordcounty.ca Mail/Courier: Oxford County, 21 Reeve St., PO Box 1614, Woodstock, ON, N4S 7Y3 Phone 519-539-0015 /1-800-755-0394, Ext 3116	
The Corporation of the City of Guelph	Peter Rider, Risk Management Official Email: Peter.Rider@guelph.ca Mail/Courier: 1 Carden Street, Guelph, ON, N1H 3A1 Fax: 519-822-6194, Phone: 519-822-1260 x 2368	
Grand River Conservation Authority	Martin Keller, Source Protection Program Manager Email: mkeller@grandriver.ca Mail/Courier: 400 Clyde Road, Box 729, Cambridge N1R 5W6 Fax: 519-621-4945, Phone: 519-620-7595	



January 13, 2015

Township of Puslinch 2015 Risk Management Official Annual Report

1.0 Introduction

This annual report is provided in accordance with Section 81 of the *Clean Water Act*, 2006. It outlines the activities undertaken by the Township of Puslinch in 2015 that were required by legislation, as well as a number of voluntary efforts intended to prepare for implementation of the Source Protection Plans and Part IV responsibilities.

The Township of Puslinch is subject to two Source Protection Plans (based on watershed or conservation authority boundaries): the Halton-Hamilton Plan and the Grand River Plan. The Halton-Hamilton Plan came into legal effect on December 31, 2015 while the Grand River Plan will come into legal effect on July 1, 2016.

1.1 Background

The *Clean Water Act* (2006) provides the framework for the development and implementation of watershed-based Source Protection Plans. The Source Protection Plans identify the risks to municipal drinking water sources and establishes actions and policies to protect current and future sources of drinking water. The policies apply within Wellhead Protection Areas (WHPA) and Intake Protection Zones (IPZ) established around municipal wells or intakes.

Although the Township of Puslinch has no municipal drinking water systems of their own, the Wellhead Protection Areas (WHPA) from three adjoining municipalities enter into the Township and require protection by the Township:

- City of Guelph
- Cambridge (Regional Municipality of Waterloo);
- City of Hamilton (Freelton);

2.0 Summary of Municipal Implementation

2.1 Appointment

In November 2015, the Township of Puslinch passed by-law 62-15 to appoint a Risk Management Official and Inspector (RMO and RMI) and an alternate.



2.2 Education and Outreach

In 2015, a County wide, five year communications plan was completed to ensure consistent, County wide communications for source protection implementation. The communication plan outlines a five year plan that meets and exceeds the source protection plan requirements for education and outreach.

Highlights from 2015 included the development of five (5) County specific fact sheets on source protection on the following topics: General fact sheet on source protection in Wellington County, Septic systems, Commercial and Industrial, Agricultural and Residential requirements. Additional work completed under the Communications Plan included the design and launch of a common logo for use County wide and the branding of the Wellington County source protection program as Wellington Source Water Protection. One event was also held in the Township: a Septic Social event for the residents in the Township that require mandatory septic inspections. Total attendance at the event was approximately 15 to 20 people.

A website, www.wellingtonwater.ca was also launched on April 1, 2015 to serve as a central online site for source protection in Wellington County. Our website serves as a link to the five Source Protection Plan websites, our municipal websites, the provincial source protection website as well as provides specific information to Township and County residents on the source protection program in Wellington County.

Staff responded to inquiries from Township property owners within the Grand River Source Protection Plan area regarding their properties and potential requirements under the *Clean Water Act*.

Outreach to the agricultural properties, including a presentation to the Wellington Chapter of the Ontario Federation of Agriculture, started in 2015 and will continue in 2016. This is within the Grand River Source Protection Plan area.

2.3 Risk Management Plans

No inspections or risk management plan negotiations were conducted within either the Grand River or Halton-Hamilton Source Protection Plan areas.



2.4 Threat Verification

In 2015, analysis continued within the Grand River and Halton-Hamilton Source Protection Plan areas to identify properties where significant drinking water threat activities may be occurring. The analysis included air photo and GIS analysis including the analysis of additional data obtained from Union Gas on natural gas connections, and data from the Province on nutrient management plan approvals.

An environmental consultant, R.J. Burnside and Associates, was hired to conduct site visits within the Township of Puslinch, Township of Mapleton, Town of Erin, Township of Centre Wellington and Township of Wellington North. The purpose of the site visits is to provide education to commercial / industrial / institutional property owners that have been identified as potentially containing threat activities and to verify whether the threat activities are present at the property (ie fuel handling, chemical storage). The site visits began in late 2015 and will continue into 2016. There are seven properties identified within the Grand River Source Protection Plan area and one property within the Halton-Hamilton Source Protection Plan area.

Wellington Source Water Protection
Risk Management Office
7444 Wellington Road 21
Elora, ON, N0B 1S0
1-844-383-9800
sourcewater@centrewellington.ca
wellingtonwater.ca

2.5 Planning Application Review

The Grand River Source Protection Plan was not in effect in 2015 and the Halton-Hamilton Source Protection Plan came into effect on the last day of 2015, therefore no Section 59 notices were issued for 2015.

In 2015, the County of Wellington online mapping system (Geocortex) was updated to display the well head protection areas on the internal, staff website. This mapping is critical for screening of development applications. The public facing mapping on the County website is rolling out as the Source Protection Plans become effective or shortly after, therefore the mapping for the Township will be available in 2016.

In conjunction with the issuance of Section 59 notices, a source protection screening form was developed and will be utilized for applicants to provide information on their application as it relates to the activities regulated under the *Clean Water Act*. The building and planning forms have also been updated to reflect the *Clean Water Act*. Additional guidance material is also being developed County wide for roll out in 2016 including an additional fact sheet related to source protection and planning or building applications, a dedicated page on the website, a business process flow chart and detailed screening aids.



One training session was completed for Township and County Building and Planning staff on source protection, the *Clean Water Act* and the business process for screening development applications. A separate training session was also completed for County Planning and Land Division staff on the same subject matter.

2.6 Transport Pathways

In 2015, no transport pathways requiring notification were identified.

2.7 Official Plan Amendment

In 2015, the County of Wellington retained a planning consultant and the following were delivered: staff workshop (County and local municipal staff) to discuss options and preferred approaches to Official Plan policies and Zoning; a Background Report setting out the preferred approaches and rationale; and preparation of a Draft Official Plan Amendment to bring the County Official Plan into conformity with the source protection plans. This work will continue in 2016 and is needed to conform with all 5 Source Protection Plans in the County.

2.8 Data Management

In 2015, staff were involved in design and development of the Local Source Water Information Management System (LSWIMS) database to develop a data management and storage solution to assist Wellington County municipalities in administering and reporting on municipal activities under the *Clean Water Act*. This database is a partnership between the eight Wellington County municipalities, the Grand River Conservation Authority, the Upper Thames River Conservation Authority, Oxford County and the City of Guelph. Work completed in 2015 included the negotiation of the Collaboration Agreement between the database partners (the legal framework to administer the database); and development of the initial phase of the LSWIMS database. The LSWIMS Collaboration Agreement is being presented to Township Council for their approval in early 2016. It is anticipated that the LSWIMS database will be operational in 2016.

In addition to the LSWIMS database, Wellington Source Water Protection has established a shared network drive for all eight Wellington County municipalities to use in implementing source protection. The network drive became active in late 2015 and work will continue in 2016 to move the shared files to this drive.



2.9 Source Protection Plan Comments

In 2015, Wellington Source Water Protection and the County of Wellington, on behalf of the Wellington County Grand River municipalities, provided comments and assisted Lake Erie Source Protection Authority staff in making edits in the Wellington Chapter of the Grand River Source Protection Plan for consistency. Comments were also provided to the Halton-Hamilton Source Protection Committee on the proposed Halton-Hamilton Source Protection Plan in January 2015.

2.10 Septic Inspections

In 2015, the Wellington County municipalities under Wellington Source Water Protection hired WSP Canada Inc. to conduct a mandatory septic inspection program as required by the *Clean Water Act*, *Ontario Building Code* and the Source Protection Plans. If a septic system is present within well head protection area with a vulnerability score of 10 or within an issues contributing area for nitrates, a septic inspection is required every 5 years as the septic system is classified as a significant drinking water threat. WSP Canada has been hired for 2015 through 2017 to complete the initial septic system inspections for the Town of Erin, Guelph / Eramosa Township, Township of Puslinch, Township of Centre Wellington and Township of Wellington North. Following the Ministry of Municipal Affairs and Housing recommendations, the WSP Canada septic inspection program is a hybrid Phase I and II inspection. Letters and information packages were mailed out to the properties requiring septic inspections by the Township and WSP. Information packages and fact sheets were left with each property owner following the completion of the inspection.

In 2015, staff and / or WSP Canada completed 45 of 54 septic inspections within the Township of Puslinch. All inspections are within the Grand River Source Protection Plan area. The inspections are conducted under the authority of the *Ontario Building Code* and 12 remedial action letters were issued in Township of Puslinch. The following table summarizes the types of deficiencies noted during the septic inspections.



Summary of Deficiencies Noted During 2015 Septic Inspection Program

	Puslinch
Pump out septic tank	10
Enter into a servicing agreement	1
Pump out septic tank / servicing agreement	
Repair / Replace tank lid	
No high level alarm	
Investigate structural integrity of septic tank	
Investigate outlet pipe and leaching bed	
Restore access to septic tank	
Remove mature tree from leaching bed	
Remove driveway from leaching bed	1
Remove mature tree and pump out tank	
Remove driveway and pump out	
Septic tank is not water tight and pump out	
Total	12

Wellington Source Water Protection
Risk Management Office
7444 Wellington Road 21
Elora, ON, N0B 1S0
1-844-383-9800
sourcewater@centrewellington.ca
wellingtonwater.ca

A total of 11 of the 12 deficiencies noted are related to regular maintenance of a septic system such as pumping out the septic tank (10 of 12) or entering into a servicing agreement for an advanced septic system (1 of 12). The remaining deficiency is regarding the removal of trees or hard structures (ie driveways, parking lots) from leaching bed.

2.11 Guelph – Guelph / Eramosa Tier 3 Study

In 2015, Wellington Source Water Protection, Township and County staff and the Township hydrogeological consultant participated in a technical working group headed by the Grand River Conservation Authority regarding the ongoing Tier 3, water quantity study for the Guelph and Guelph / Eramosa water systems. Peer review comments were provided by the Township hydrogeological consultant and work continues on this study in 2016.

2.12 Working Groups



To ensure a consistent and efficient delivery of source protection across the County of Wellington, the eight Wellington County municipalities (the seven local municipalities and the County) agreed to a delivery model where the Risk Management Official (RMO) function is delivered collectively through one, shared RMO. This delivery model was approved by County Council in 2012 and endorsed by the seven, local municipal Councils in 2013. The shared RMO started in October 2013. The shared RMO chairs a working group comprised of water, building and / or planning staff from the eight Wellington County municipalities. The working group meets monthly and makes decisions collaboratively on source protection implementation within Wellington County. The Township of Puslinch representative is Robert Kelly. The accomplishments outlined above are the result of the hard work of the working group.

Wellington Source Water Protection
Risk Management Office
7444 Wellington Road 21
Elora, ON, N0B 1S0
1-844-383-9800
sourcewater@centrewellington.ca
wellingtonwater.ca

The shared RMO (Kyle Davis) continues to represent the Wellington County municipalities at a number of provincial and watershed level working groups including the Lake Erie Implementation Working Group, the Halton-Hamilton RMO working group and the provincial RMO / municipal working group. All of these working groups held meetings in 2015.

Discussions were held between Township and County staff, the shared RMO and staff from adjoining municipalities regarding source protection implementation and Township / County efforts to protect the adjoining municipalities' well head protection areas and / or intake protection zones. Discussions were held with the Region of Waterloo and the City of Guelph. Work is underway on a memorandum of understanding with the City of Guelph.

3.0 Mandatory Reporting Requirements

As per Section 65 of Ontario Regulation 287 / 07 under the *Clean Water Act*, the attached tables outline the mandatory reporting requirements. The tables will also be submitted to the Source Protection Authorities in Microsoft Excel format for data management purposes.



4.0 Closure

For further information on this report, please contact the undersigned.

Respectfully Submitted by:

Kyle Davis
Risk Management Official / Inspector
Wellington Source Water Protection – Township of Puslinch

Wellington Source Water Protection
Risk Management Office
7444 Wellington Road 21
Elora, ON, N0B 1S0
1-844-383-9800
sourcewater@centrewellington.ca
wellingtonwater.ca

Attachments

Tables for Reporting under Section 65, Ontario Regulation 287 / 07, *Clean Water Act*

January 10, 2016.

Members of Puslinch Council,

The Aberfoyle Agricultural Society has decided to hold a fundraising event. The intent of this event is to assist persons in our community of Puslinch, affected by the fire at Classy Lane Stables.

The date is February 28, 2016 from 2 until 4 pm.

It is with hope due to the nature of this event, you will consider waving the rental fee for the Archie MacRobbie Hall. The costume people will also require a changing area, this could be the room where the tables are stored, if the small room is rented that day.

The event will consist of an old fashioned tea, followed by a historical costume fashion show.

The cost of a ticket is 15\$. We will also have a donation basket available.

Sincerely
Joanne Holt
519-823-2687
Director, Aberfoyle Agricultural Society



Dufferin Aggregates
2300 Steeles Ave W, 4th Floor
Concord, ON L4K 5X6
Canada

6.4(a)

March 30, 2015

Area Supervisor, Guelph District
Ontario Ministry of Natural Resources and Forestry
1 Stone Road W.
Guelph, ON
N1G 4Y2

RECEIVED
MAR 30 2015
Township of Puslinch

Attn: Mr. Al Murray

Re: Mill Creek Property Annual Monitoring Reports

I am pleased to enclose copies of the annual monitoring reports for the University of Guelph Mill Creek Pit for 2014 in compliance with the conditions of the Licence.

The report consists of five documents; the summary, called the Coordinated Monitoring Report, and the three technical appendices that cover surface water, ground water (two documents) and fisheries. We have provided a hard copy of the Coordinated Report only, with the Technical Appendices provided on cd inside the back cover.

Please contact me if you have any questions.

Sincerely,

Ron VanOoteghem
Site Manager

CLERK'S DEPARTMENT	
TO	SD - Reports
Copy	
Please Handle	<input checked="" type="checkbox"/>
For Your Information	<input checked="" type="checkbox"/>
Council Agenda	
File	

Cc: Kevin Mitchell – Dufferin Aggregates
Philip Wong – University of Guelph
Karen Landry – Township of Puslinch
Crystal Allen - Grand River Conservation Authority
Jenifer Thomas - Fisheries and Oceans Canada
Andy Hims - Hims GeoEnvironmental
Greg Siiskonen – WSP Group
Kelly Mason - Stantec
Chris Wren/Lisa Guenther-Wren – LRG Environmental



6.4(b)

Slan-for
Comments

Dufferin Aggregates, a division of Holcim (Canada) Inc.
Mill Creek Coordinated Monitoring Report
January 1 to December 31, 2014

Project Number:

10-001

Date:

March 26, 2015

Prepared by:

LRG Environmental

RR 1, Markdale, ON, Canada N0C 1H0
T 519.986.2970 F 519.986.3127

in association with



Hims GeoEnvironmental Ltd.



Stantec

Distribution List

# of Copies	Association / Company Name	PDF	Hard Copy
2	Dufferin Aggregates	✓	✓
1	Ministry of Natural Resources	✓	✓
1	University of Guelph	✓	✓
1	Fisheries and Oceans Canada	✓	✓
1	Grand River Conservations Authority	✓	✓
1	WSP Group	✓	✓
1	Township of Puslinch	✓	✓
1	Stantec	✓	✓
1	Hims GeoEnvironmental Ltd	✓	✓
2	LRG Environmental	✓	✓

Signature Page

Report Prepared By:



Lisa Guenther-Wren, M.Sc.
Aquatic Biologist

Report Reviewed By:



Christopher Wren, Ph.D.
Senior Scientist

Forward

This report provides an overview of the operations and results of environmental monitoring programs for the period January 1 to December 31, 2014 for the University of Guelph Mill Creek pit, operated by Dufferin Aggregates, a division of Holcim (Canada) Inc. A discussion of compliance with the groundwater threshold values is also provided. Detailed monitoring data for hydrology, hydrogeology and fisheries are provided in separate Appendices.

Terrestrial biology and wetland monitoring is undertaken annually but only reported prior to the start of each new extraction phase. A Pre-Phase 3 terrestrial report was prepared and submitted to the Ministry of Natural Resources (MNR) in 2005 (Paul F.J. Eagles Planning Ltd. 2005). In addition, a comprehensive Pre-Phase 3 Monitoring Plan was submitted in January 2006 (C. Wren & Associates Inc. and Jagger Hims Ltd. 2006). A Pre-Phase 4 terrestrial report was prepared and submitted to the MNR July 6 2011 (Paul F.J. Eagles Planning Ltd. 2011).

This is the twentieth annual coordinated monitoring report for the Mill Creek program.

Data, text and figures have been integrated into this coordinated report from the following separate Technical Appendices which can be found on compact disc at the back of this report:

Appendix A - Surface Water (prepared by Stantec)

Appendix B - Hydrogeology (prepared by WSP Canada Inc.)

Appendix C - Fisheries (prepared by LRG Environmental)

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Executive Summary

Site Conditions and Operations

- Extraction in 2014 occurred in Phase 4 above and below the water table;
- Silt Pond 3 (SP3) extension was used to deposit silt in 2014;
- Silt Pond 3 (SP3) operated within the minimum/maximum water level thresholds.

Climate

- Overall, 2014 had marginally colder air temperatures than normal, with the mean monthly air temperature for July and August being 1.5 and 0.3 °C lower than the 30 year average, respectively;
- Precipitation in 2014 was 898.7 mm which was only 2.3% below the 30-year average of 918.96 mm.

Hydrology

- The water flow monitoring results show that minimum and maximum discharge in Mill Creek at both the upstream (SWM1) and downstream (SWM2) stations were within historical ranges since 1999;
- The minimum and maximum instantaneous flows at SWM2 were 0.214 and 2.31 m³/sec, respectively;
- Reliable stream flow data were not available at SWM2 for the period January to March, 2014, due to construction of a beaver dam which interfered with accurate measurements,
- The 7 day low flow period coincided with a period of reduced precipitation from June 30 to July 7;
- Stream flow in Mill Creek responded to climatic conditions including precipitation events, and periods of snow melt as well as periods of low precipitation; and
- There is no indication that aggregate extraction has affected stream flow in Mill Creek.

Groundwater

- Interim groundwater thresholds were developed in 2001 after extensive agency discussions and are routinely updated as conditions change or monitoring points become no longer available; the groundwater monitoring program was revised in 2002, 2004, and 2006;
- An early warning value was exceeded on April 24, 2014 for the monitoring pair BH92-12 to DP17, and this was attributed to the more rapid response to precipitation that occurs at the in-stream DP17 compared to BH92-12. DP17 continues to exhibit upward hydraulic gradient conditions indicating that groundwater discharge is being maintained at that location;
- The early warning values were exceeded during one monitoring event in April and September at Drive points DP6 to DP3. The April exceedance may be attributable to the water level at DP3 (in-stream) responding more quickly than DP^A (wetland) to a 14 mm storm event. The September exceedance may also be attributable to a more rapid response to precipitation events at DP3 compared to DP6. DP3 continues to exhibit upward hydraulic gradient conditions indicating that groundwater discharge is being maintained at that location;
- The early warning and threshold values were exceeded in April at OW5-84 to DP5C due to elevated groundwater water levels at DP5C, which are attributed to the spring snowmelt. In August 2013, a replacement drive point, DP5D was installed slightly downstream of DP5C. New preliminary seasonal threshold values will be recommended for the new threshold pair OW5-84 to DP5D in 2015;
- Water levels in the Phase 1 pond, Phase 2 pond, Phase 3 pond, and Phase 4 pond did not exceed their respective threshold values;

- The estimated groundwater contribution from the Mill Creek Aggregates Pit property located north of Township Road 2 was similar in 2014 compared to 2013;
- The hydraulic gradient in drive points north of Highway 401 (DP 18, 19, and 20) displayed upward vertical gradients (discharge) for most of 2014;
- Groundwater temperatures at the monitoring stations closest to the Phase 1 and 3 Extraction Ponds were influenced by the ponds; however, temperatures rapidly decreased away from the pond;
- Groundwater patterns in Mill Creek have been influenced by climatic conditions in recent years; and
- Groundwater quality has generally remained consistent over the years. Some Ontario Drinking Water Quality Standards are exceeded due to natural conditions in the area.

Mill Creek Water Quality and Temperature

- Surface water quality data indicate some loading of total coliform bacteria from upstream sources as observed in previous years;
- Surface water quality has remained stable over the past decade. In recent years there have been signs of increasing conductivity and chloride levels which may be attributed to road salting activities though levels were not elevated in 2014;
- The maximum stream temperature in 2014 (24.15°C) was recorded at SWM1 on June 30th; and
- During the spring, summer and fall months, stream temperatures decrease across the University property due to a combination of inflowing coldwater tributaries, ground water input, and shading which continue to enhance the coldwater fish habitat attributes of the stream.

Fisheries

- There is no indication that aggregate extraction has affected the local brown trout population;
- The upper tolerable temperature for brook trout was exceeded in the main channel of Mill Creek once during the summer of 2014 at SWM1;
- The Brown Trout population survey was not conducted in 2014 as per the revised monitoring plan;
- In 2014, brown trout spawning activity remained high in both the University and Hanlon reaches similar to recent years; and
- A beaver dam at the upper end of the University Reach is impacting upstream water flow and levels. The dam should be removed as soon as possible in 2015. This may also be an opportunity to re-visit the need for other stream restoration work in the vicinity of the lower Hanlon reach.

General Conclusions

- Based on the extensive monitoring data there is no indication that aggregate extraction on the Mill Creek Property has negatively affected water flow in Mill Creek or trout populations in the study area;
- No operational mitigation actions are required or recommended at this time;
- The current ground water monitoring program and threshold values can be maintained with the exception that in 2015 new preliminary threshold values will be recommended at the OW5-84 to DP5D threshold pair, and revised threshold values will be recommended at silt pond SP3;
- The environmental monitoring program will continue in 2015 including amendments as outlined by the Ontario Ministry of Natural Resources and Forestry (MNRF; formerly the Ministry of Natural Resources or MNR) in their letter of March 15th, 2013 to the University of Guelph (licence holder).



6.4(c)

Harden Environmental Services Ltd.
4622 Nassagaweya-Puslinch Townline Road
R.R. 1, Moffat, Ontario, L0P 1J0
Phone: (519) 826-0099 Fax: (519) 826-9099

Groundwater Studies
Geochemistry
Phase I / II
Regional Flow Studies
Contaminant Investigations
OMB Hearings
Water Quality Sampling
Monitoring
Groundwater Protection
Studies
Groundwater Modeling
Groundwater Mapping
Permits to Take Water
Environmental Compliance
Approvals

Our File: 0004

December 3, 2015

Township of Puslinch
7404 Wellington Road 34
Guelph, ON, N1H 6H9

Attention: Ms. Karen Landry
CAO

Dear Ms. Landry;

**Re: Mill Creek Pit
Review of 2014 Monitoring Data**

We are pleased to provide a review of the 2014 groundwater monitoring report prepared by WSP Canada Inc. dated March 2015.

1) Groundwater Elevations

The groundwater elevations along the western boundary of the site have been trending upward for several years. The attached Figures B21 to B24 (Source: WSP Canada) show the abrupt increase in groundwater levels. These water levels do not appear to be stabilized. The groundwater monitors with notable increases include 92-26, 92-27, 92-28, 92-29 and 92-33. These monitors are located in or adjacent to a Provincially Significant Wetland. In recent years water levels could not be obtained on several occasions due water freezing in the monitoring well (92-26, 92-27 and 92-29). This is likely caused by the decreased depth to the water table at those locations. The effect of the increasing water level on the wetland should be evaluated and, if necessary, mitigated.

2) Groundwater Temperatures

Groundwater monitors 92-28, 92-32 and 92-33 are located between the Phase 3 pond and Mill Creek. Based on the information provided in the 2014 monitoring report, a trend of increasing groundwater temperatures in the intermediate and deep intervals is evident on Figure B42 (Source: WSP Canada). Shallow groundwater temperatures do not have a similar trend although recently, freezing is occurring in the shallow monitors.

RECEIVED

DEC 03 2015

Township of Puslinch

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Council Agenda	✓
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December 3, 2015

Page 2

The increase in temperature is subtle, appearing to be less than 1° C. The seasonal variability in the surface water temperatures and its influence on groundwater temperatures in drive points (DP1 and DP2) within Mill Creek do not allow for a similar observation. However, there may be sufficient data to allow for a statistical analysis of groundwater temperature trends since 1988.

3.0 Recommendations

- 1) There should be confirmation that the health of the Provincially Significant Wetland is not being compromised by the rising groundwater levels.
- 2) An analysis should be completed on groundwater temperatures in drive points found within Mill Creek (DP1, DP2, DP5 A,B,C,D) to determine if there is a statistically significant increase in temperatures. If so, it will be necessary to comment on whether or not there is potential to affect the flora and fauna in Mill Creek.
- 3) It is my opinion that this site represents an excellent opportunity to study the heat transfer from a man-made pond to a sand and gravel aquifer adjacent to a sensitive fishery. I understand that the University of Guelph agreed in the Ontario Municipal Board hearing to establish a research team to study the gravel pit, here is a good research topic given the expertise available at the University of Guelph through the Center for Applied Groundwater Research.

Sincerely,

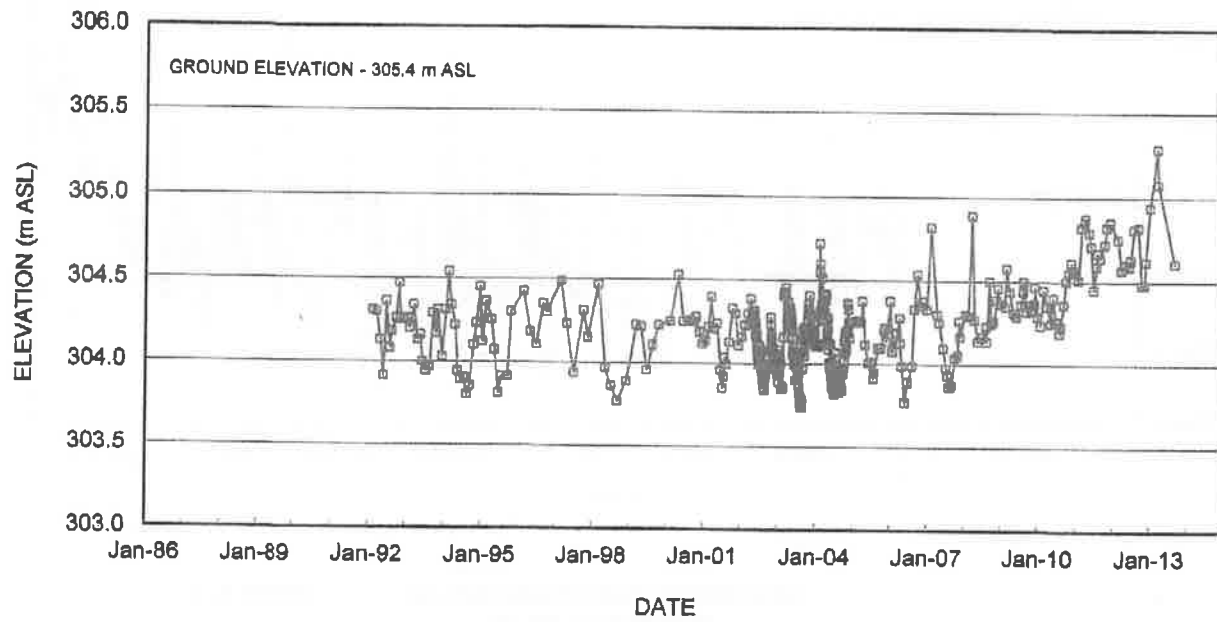
Harden Environmental Services Ltd.

A handwritten signature in black ink, appearing to read 'S. Denhoed', followed by a horizontal line.

Stan Denhoed, P.Eng., M.Sc.
Senior Hydrogeologist

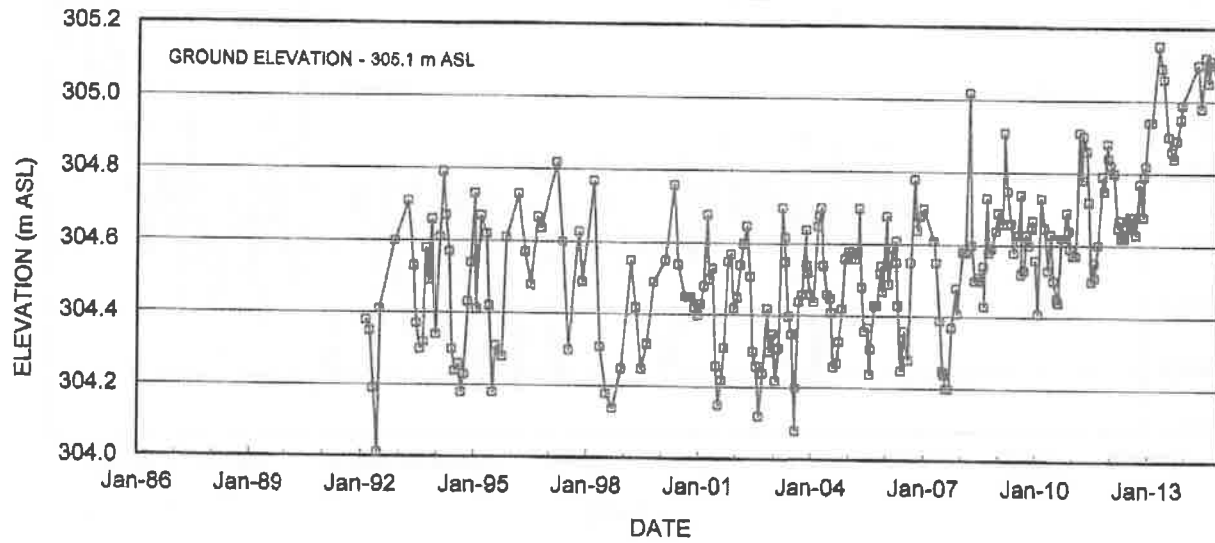
GROUNDWATER HYDROGRAPH
BOREHOLE 92-26

FIGURE B-21



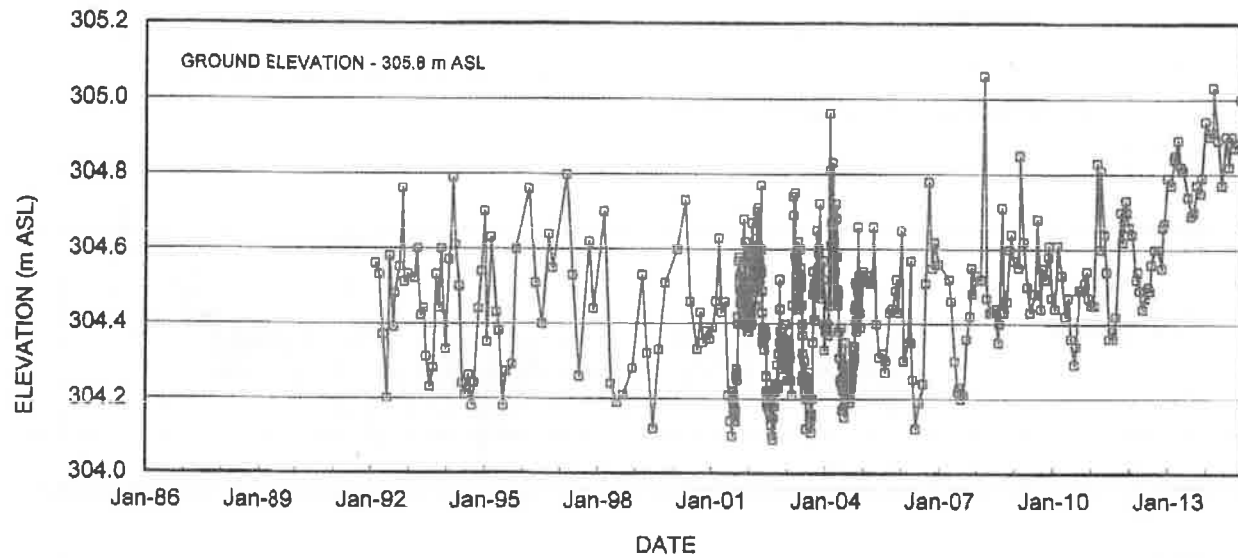
GROUNDWATER HYDROGRAPH
BOREHOLE 92-27

FIGURE B-22



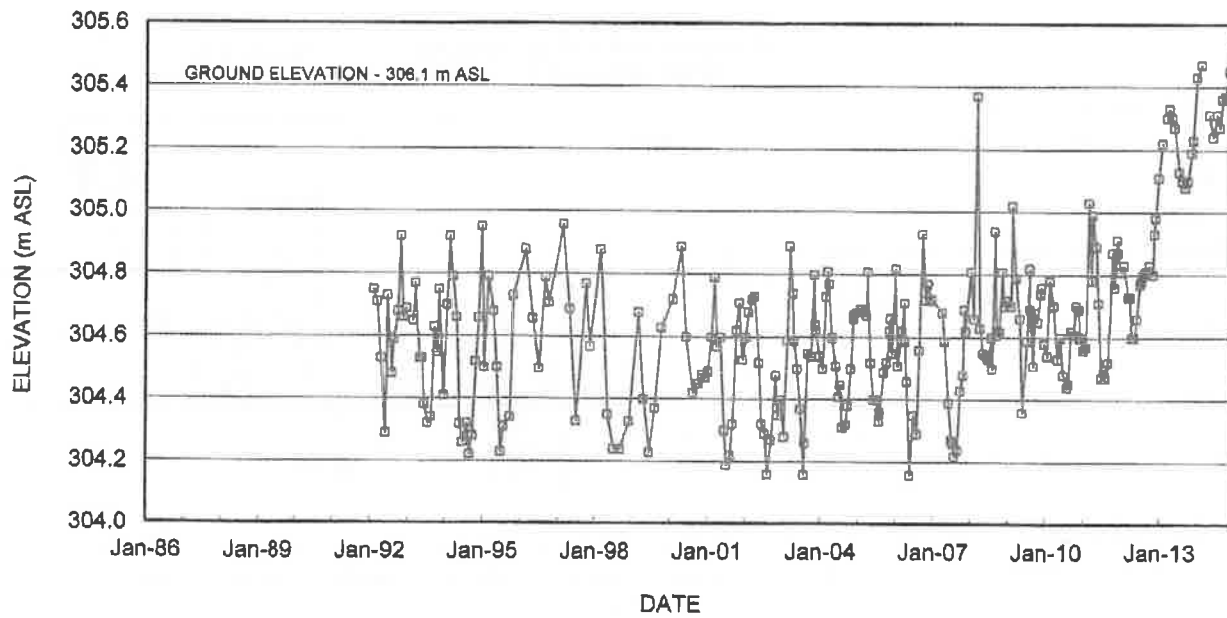
GROUNDWATER HYDROGRAPH
BOREHOLE 92-28

FIGURE B-23



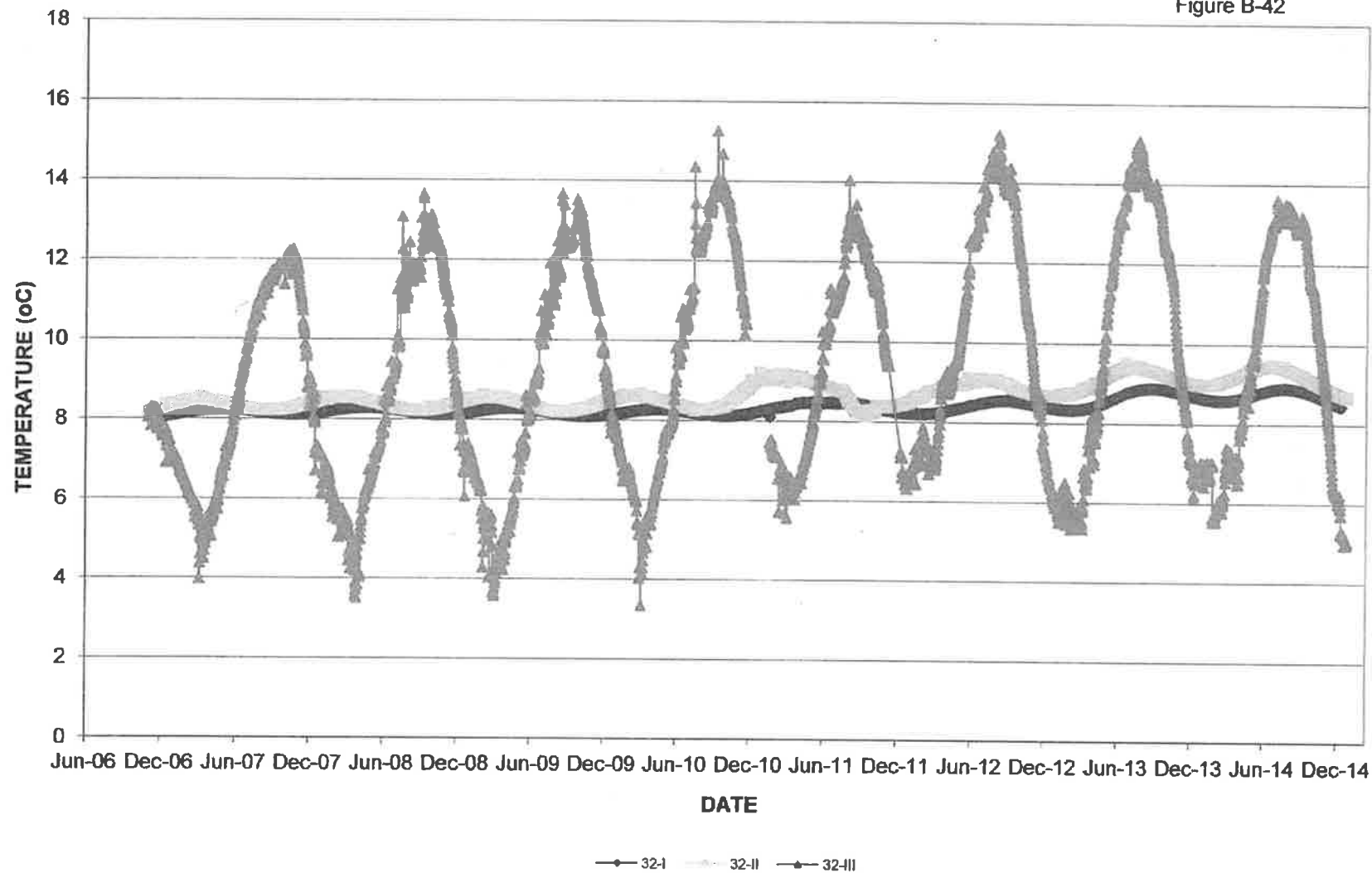
GROUNDWATER HYDROGRAPH
BOREHOLE 92-29

FIGURE B-24



GROUNDWATER THERMOGRAPH

Figure B-42



Ministry of Natural
Resources

Guelph District
Keweenaw-Perth Area Office
100 Don Street P.O. Box 819
Clinton, ON N0M 1L0
Tel: 519-482-3428
Fax: 519-482-5031



6.5(a)
Ontario

RECEIVED

JAN 06 2016

Township of Puslinch

July 6, 2010

St Marys Cement Inc.
55 Industrial Street
Toronto, ON
M4G 3W9

Subject: Partial surrender of licence #5737 (CBM McMillan Pit)
Lot: Pt. 22 Concession: 1
Township of Puslinch
County of Wellington

Dear Sir/Madam

Enclosed please find an amended licence under the Aggregate Resources Act for the above noted property.

Please be advised that the amended licence has the corrected licenced area as a result of the partial surrender of approximately 36.76 ha. The lands were rehabilitated and approved by the MNR.

Please note that the remainder of the licence must continue to be operated in accordance with the conditions of the licence and site plans. New site plans should be submitted for approval to the MNR Guelph District Office illustrating the new licence boundary.

If you should have any questions please feel free to contact me at the number below.

Regards,


Jason McLay
A/Aggregate Technical Specialist
Clinton Area Office
519-482-3891

c.c. County of Wellington
Township of Puslinch
The Ontario Aggregate Resource Corporation
Ministry of Labour

CLERK'S DEPARTMENT	
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Please Handle	
For Your Information	
Source/Agenda	✓
Title	

From: Susan Fielding [<mailto:SFielding@puslinch.ca>]
Sent: December-09-15 7:08 PM
To: chair@hrca.on.ca
Cc: Diane Bloomfield; Karen Landry
Subject: HHSWP Committee

Dec 9 2015

Bob Edmonson, Chair, HHSWP Committee
Diane Bloomfield, Project Manager, HHWSP Committee

Dear Bob and Diane:

Please accept this as my formal letter of resignation as the Puslinch Township/Wellington County Municipal Representative on Hamilton Halton Source Protection Committee, effective December 31, 2015. It is my understanding that the Township of Puslinch/Wellington County will be appointing an interim member in the New Year.

Thank you for the opportunity to serve on this vital committee since its inception. I have enjoyed my time there and working with so many able staff and committee members. Keep doing that important work that will transform water protection in Ontario.

Susan Fielding
Councillor
Township of Puslinch

Local Government and Planning Policy Division
777 Bay Street, 13th Floor
Toronto ON M5G 2E5

Phone: (416) 585-6320
Fax: (416) 585-6463

Division des administrations locales et des politiques d'aménagement
777, Rue Bay, 13e étage
Toronto ON M5G 2E5

Téléphone: (416) 585-6320
Télécopieur: (416) 585-6463

December 18, 2015

Dear: Chief Administrative Officer

RE: **The Smart Growth for Our Communities Act, 2015**



The Smart Growth for Our Communities Act, 2015, which makes a number of changes to the Development Charges Act, 1997, and the Planning Act, passed in the Ontario legislature and received Royal Assent on December 3, 2015.

The majority of changes to both the Development Charges Act, 1997, and the Planning Act will come into force on a day to be named by proclamation. However, the following provisions relating to the Planning Act have already come into force through Royal Assent.

- Subsection 1(2) of the Planning Act has been amended to restrict the ability of ministries other than the Ministry of Municipal Affairs and Housing to be added as a party to an Ontario Municipal Board appeal.
- Subsection 3(10) of the Planning Act has been amended to extend the review cycle of the Provincial Policy Statement from 5 to 10 years.
- Subsections 4(1) and 4(2) of the Planning Act have been amended to remove the references to "referral", as the Minister does not have delegation powers for site plan.
- Subsection 22.1 has been added to the Planning Act to provide certainty that when new policies or laws come into effect, applications for official plan amendments are subject to the previous policies or laws only if the required supporting material (i.e. complete application) has been submitted prior to the transition date.

This legislation provides for enhanced tools and processes for communities and residents to determine how their neighbourhoods grow, and to plan and pay for growth. The legislation aims to help municipalities recover more costs for growth-related infrastructure, give residents more say in how their communities grow, protect and promote greenspaces, enhance transparency and accountability, set clearer

rules for land use planning, give municipalities more independence to make local decisions and make it easier to resolve disputes.

Some examples of important improvements to the development charges and planning systems introduced by the new Act include:

Increasing Funding for Growth-Related Infrastructure by:

- removing the mandatory 10 per cent discount required when levying a charge for transit services
- creating an authority to identify services for which a planned service level calculation would replace the historic 10 year average service level
- creating an authority to identify ineligible services exclusively through regulation (a commitment to bring forward regulatory changes to make waste diversion as a service for which development charges can be collected has already been announced)

Enhancing Municipal Transparency by:

- requiring detailed reporting for municipal collection of density bonusing and parkland fees
- changing the alternative parkland dedication rate for cash-in-lieu payments to incent the acquisition of physical parkland
- requiring some municipalities, in consultation with school boards and the public, to prepare parks plans to help plan for parkland, greenspace, and park facilities
- requiring municipalities to reflect capital projects funded through development charges in a detailed report
- strengthening the language in relation to 'voluntary payments', not permitted under the Development Charges Act

Increasing Predictability and Accountability by:

- linking development charge background studies to municipal asset management planning
- requiring development charges for individual buildings to be set as of the date an initial building permit is issued, and for development charges to be payable on that date (there is an exception for multi-phase developments)

Enhancing Citizen Engagement by:

- requiring explanation of how public input affected a municipal planning decision
- ensuring consideration of public input at the municipal level by approval authorities and the Ontario Municipal Board
- requiring locally designed public consultation policies
- facilitating the modernization of the giving of notice through additional methods (e.g. email)
- increasing use and ensuring citizen membership on planning advisory committees

Increasing Certainty, Stability and Reducing Costs by:

- limiting requests for amendments to new official plans and/or new comprehensive zoning by-laws for 2 years after documents are approved, unless council authorizes the application(s) to proceed
- providing regulation-making authority to limit requests for amendments to the renamed community planning permit system policy (official plan) and by-law for 5 years after documents are approved, unless council authorizes the application(s) to proceed
- removing the ability to apply for a minor variance for 2 years after a site specific rezoning, unless council authorize the application(s) to proceed
- limiting approvals and appeals of lower-tier official plans, unless in conformity with upper-tier plans
- removing requirements to review employment land policies

Resolving Disputes, Improving Local Decision-Making and Accountability by:

- allowing time to be added to planning decision timelines to resolve disputes prior to appeals (90-day "timeout")
- restricting appeals of specific provincially-approved matters (e.g. Ministry of the Environment and Climate Change approved source water protection boundaries)
- removing appeal of second unit residential policies at official plan updates
- requiring clearer reasons for appeals
- removing the ability to appeal entire new official plans
- providing enhanced opportunities for alternative dispute resolution

A copy of the Smart Growth for Our Communities Act, 2015 can be viewed online at: http://www.ontla.on.ca/web/bills/bills_detail.do?BillID=3176.

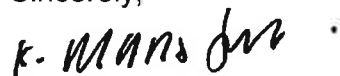
Please visit the Ministry of Municipal Affairs and Housing's website periodically for further updates: ontario.ca/municipalaffairsandhousing.

If you have any questions related to the Planning Act, please contact Luke Fraser at (416) 585-6088 or send an e-mail to PlanningConsultation@ontario.ca.

If you have any questions related to the Development Charges Act, 1997, please contact John Ballantine at (416) 585-6348 or send an e-mail to DCAConsultation@ontario.ca.

I would also like to take this opportunity to thank municipalities for your efforts, input and advice in helping us to reform the land use planning system.

Sincerely,



Kate Manson-Smith
Assistant Deputy Minister

cc. Association of Municipalities of Ontario

Association of Municipal Clerks and Treasurers of Ontario
Municipal Finance Officers' Association of Ontario
Municipal Clerk, Municipal Treasurer, Municipal Planning Official

RECEIVED

DEC 24 2015

Township of Puslinch

Re: Materials relating to the Ontario Ombudsman's oversight of municipalities

To the Clerk and Council,

On behalf of the Office of the Ombudsman of Ontario, I am pleased to send you the enclosed information that I hope you will find helpful as our Office prepares for its new responsibility related to municipalities.

As you are aware, our Office's jurisdiction is being extended, as of January 1, 2016, to include full oversight of local government services, administration and officials. We come to this role with eight years of experience in investigating closed municipal meetings, through our dedicated Open Meeting Law Enforcement Team (OMLET). Our latest Annual Report on these investigations was released December 16. Two copies are enclosed.

The report includes information about how our new, expanded oversight of municipalities will work, and what municipal officials and all Ontarians can expect. (When the report was released, we also provided you with a link to it on our website, www.ombudsman.on.ca.)

We have also enclosed copies of our brochure, *Complaints about Municipalities*, which explains key points about how we will handle municipal cases as of January 1, for distribution to the public and municipal officials. Similar packages are being sent to every municipal council in Ontario.

We encourage all municipal officials who have questions about our work to contact us at **1-800-263-1830**, or via email at info@ombudsman.on.ca. We will make additional information available through web and video resources very soon.

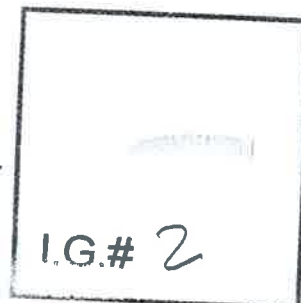
We are also seeking information from you: In early December, we sent every municipality an email survey to assist us in referring complainants to the appropriate local mechanisms. Many have already done so; we extend our thanks and hope others will follow soon. You may also direct questions or requests to our Director of Communications, Linda Williamson, at lwilliamson@ombudsman.on.ca, or 416-586-3426.

Sincerely,



Barbara Finlay,
Acting Ombudsman

Encl.



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Objet : Documentation au sujet de la surveillance de l'Ombudsman de l'Ontario sur les municipalités

À la greffière / au greffier et au Conseil,

Au nom du Bureau de l'Ombudsman de l'Ontario, je suis ravie de vous envoyer la documentation ci-jointe, en espérant qu'elle vous sera utile alors que notre Bureau se prépare à assumer ses nouvelles responsabilités quant aux municipalités.

Comme vous le savez, le mandat de notre Bureau se trouve élargi à compter du 1^{er} janvier 2016 pour inclure la surveillance complète des services, de l'administration et des responsables des gouvernements locaux. Nous prenons ce rôle, forts de huit années d'expérience dans les enquêtes sur les réunions municipales à huis clos effectuées par notre Équipe spécialisée d'application de la loi sur les réunions publiques (OMLET). Notre plus récent rapport annuel sur ces enquêtes est paru le 16 décembre. Vous en trouverez deux exemplaires ci-joints.

Ce rapport explique comment nous exercerons cette nouvelle surveillance élargie sur les municipalités, et ce que les responsables municipaux et tous les Ontariens peuvent en attendre. (Nous vous avons déjà envoyé par courriel un lien sur notre site Web, où le rapport est consultable publiquement : www.ombudsman.on.ca.)

Vous trouverez aussi ci-joint des exemplaires de notre brochure, *Plaintes à propos des municipalités*, qui explique les principaux points du processus que nous suivrons pour traiter les dossiers municipaux à compter du 1^{er} janvier, pour distribution aux citoyens et aux représentants et fonctionnaires municipaux. Une documentation similaire est envoyée à chacun des conseils municipaux de l'Ontario.

Nous encourageons tous les responsables municipaux qui ont des questions à propos de notre travail à communiquer avec nous au **1-800-263-1830**, ou à nous envoyer un courriel à info@ombudsman.on.ca. Très bientôt, nous donnerons d'autres renseignements sur Internet et dans des ressources vidéo.

Nous aimerions aussi avoir des renseignements à votre sujet. Au début décembre, nous avons envoyé un questionnaire par courriel à chacune des municipalités, pour nous aider à orienter les plaignants vers les mécanismes locaux appropriés. Beaucoup nous ont déjà répondu; nous les en remercions et nous espérons que d'autres feront de même très bientôt. Pour toute question ou demande, vous pouvez aussi vous adresser à notre Directrice des communications, Linda Williamson, à lwilliamson@ombudsman.on.ca, ou au 416-586-3426.

Cordialement,

Barbara Finlay,
Ombudsman intérimaire
P.j.

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF UNION GAS LIMITED

Union Gas Limited applied to establish an account to record the cost impacts of potential government requirements related to greenhouse gas emissions.

Learn more. Have your say.

Union Gas Limited applied to the Ontario Energy Board for approval to establish a Greenhouse Gas Emissions Impact Deferral Account to record the cost impacts of potential provincial and federal regulations related to greenhouse gas emission requirements.

THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider Union's request. We will question the company on its request to establish the Greenhouse Gas Emissions Impact Deferral Account. We will also hear arguments from individuals and from groups that represent Union's customers. At the end of this hearing, the OEB will decide whether to establish the requested deferral account.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review Union's application on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **January 25, 2016** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is **EB-2015-0367**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case please enter that file number at the OEB website: www.ontarioenergyboard.ca/notice. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **January 25, 2016**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).



I.G.# 3

December 17, 2015

Ms. Kirsten Walli
Ontario Energy Board
2300 Yonge Street, 27th Floor
Toronto, ON
M4P 1E4

Dear Ms. Walli:

**Re: Union Gas Limited (“Union”) – Request for Greenhouse Gas Emissions Impact
Deferral Account**

The purpose of this letter is to request the Board’s approval of an accounting order to establish a deferral account to record the impacts of provincial and federal regulations related to greenhouse gas emission requirements.

In April 2015, the Ontario government announced future implementation of a Cap & Trade Program as part of its strategy to reduce Ontario’s greenhouse gas emissions. The government will table draft regulations early in 2016 that will address the scope of the program, including the sectors affected. Union has been working diligently to understand the implications of Cap & Trade legislation. The forecast costs are clearly outside of Union’s 2014-2018 base upon which rates were derived, and also clearly outside of management’s control. The magnitude of the costs are unknown at this point, however are expected to be material.

Examples of the types of costs for inclusion in the deferral account include:

- Emissions reporting compliance costs
- Billing system changes
- External consultant costs
- Costs associated with participating in OEB Cap & Trade consultations
- Implementation costs, including additional staff costs and the purchase of allowances

Accordingly, Union requests that the Board approve the attached draft accounting order establishing a deferral account to record the impacts of provincial and federal regulations related to greenhouse gas emission requirements. Union is not seeking any determination of the potential disposition of these costs at this time.

It is Union’s intention to seek any recovery of costs in a future deferral disposition proceeding.

If you have any questions concerning this request please contact me at (519) 436-5334.

Yours truly,

[Original Signed by]

Vanessa Innis
Manager, Regulatory Initiatives

cc: Crawford Smith, Torys
Pascale Duguay, Board staff

UNION GAS LIMITED

**Accounting Entries for
Greenhouse Gas Emissions Impact Deferral Account
Deferral Account No. 179-XXX**

Account numbers are from the Uniform System of Accounts for Gas Utilities, Class A prescribed under the Ontario Energy Board Act.

Debit - Account No.179-XXX
 Other Deferred Charges – Greenhouse Gas Emissions Impact Deferral Account

Credit - Account No. 728
 General Expense

To record, as a debit (credit) in Deferral Account No. 179-XXX, the impacts of provincial and federal regulations related to greenhouse gas emission requirements.

Debit - Account No.179-XXX
 Other Deferred Charges – Greenhouse Gas Emissions Impact Deferral Account

Credit - Account No. 323
 Other Interest Expense

To record, as a debit (credit) in Deferral Account No. 179-XXX, interest on the balance in Deferral Account No. 179-XXX. Simple interest will be computed monthly on the opening balance in the said account in accordance with the methodology approved by the Board in EB-2006-0117.

An Invitation from the Ontario Ground Water Association

December 2015

RECEIVED

JAN 07 2016

Township of Puslinch

OG.# 4



Dear Municipal Leader:

Since 1952, the Ontario Ground Water Association (OGWA) has been "dedicated to protecting and promoting Ontario's most precious resource." Recognized by the Ministry of Environment and Climate Change (MOECC) as a stakeholder in the ground water industry, the OGWA represents, water well contractors, hydrogeological and monitoring (environmental/geotechnical) contractors, scientists, engineers, and the manufacturers and suppliers for the industry in Ontario. OGWA contractor members are licenced by the MOECC and agree to abide by the Association's Code of Ethics.

In recent years, provincially mandated Source Water Protection initiatives have focussed on municipal ground water sources, but largely the private wells that supply water to millions of Ontarians fly under the radar. Climate change, the drought in California, and the dry year in the Canadian west have brought water to the forefront. The importance of ground water and its management long before a crisis hits has been the lesson learned - especially from California.

The Board of Directors of the Ontario Ground Water Association have identified a need for outreach to the Municipalities in Ontario, focused on education and information sharing. Although legislation exists regarding private wells being constructed to code and abandoned wells properly decommissioned, there does not appear to be a level field of compliance throughout the Province. Similarly, grants to property owners and other types of funding such as low interest loans to aid homeowners is sporadic at best, whether this funding is offered by Conservation Authorities or Municipalities.

With the goal of protecting and promoting Ontario's most precious resource and a view to education and information sharing, the OGWA wishes to offer your municipality a complimentary associate membership. This membership is and always will be complimentary. Our only requirement would be completion of the attached registration page indicating who you wish to be the primary contact for your municipality. This person will receive a copy of our Source Magazine three times per year as well as occasional ground water event invitations and information notices.

Our Mission Statement and Goals along with our Code of Ethics are attached for your information. It is our hope that your municipality will agree to join the OGWA in the pursuit of protecting and promoting Ontario's most precious resource – ground water.

On behalf of the Board of Directors
of the Ontario Ground Water Association,

K.C. Craig Stainton, Executive Director

cc: OGWA Board of Directors



Canadian Ground Water Conference & Expo 2016
June 8 - 11, 2016 | Scotiabank Convention Centre, Niagara Falls, Canada



Ontario Ground Water Association

48 Front Street East, Strathroy, ON N7G 1Y6
Phone: 519-245-7194 Fax: 519-245-7196 E-mail: ogwa@ogwa.ca Web: www.ogwa.ca

Past Presidents:

1952 Wilfrid Field
1953 - 54 Frank Hammond
1955 - 56 Carl Laramie
1957 Doug McLean
1958 Ellis McLaughlin
1959 - 61 Norm Faulkner
1962 Clayton Shantz
1963 - 64 Doug McLean
1965 Bill Dale
1966 Carol Rutledge
1967 Russ McLaughlin
1968 Fred Johnston
1969 Bill Wilson
1970 Ken Hart
1971 Ralph Snider
1972 Neil Hopper
1973 Andy Knetsen
1974 Ken Constable
1975 Gerry Charbonneau
1976 Doug Davidson
1977 John E. Wilson
1978 Jim Faulkner
1979 Ray Field
1980 - 81 Bob Bissin
1982 - 83 Yvon Allard
1984 - 85 Durl Hopper
1986 - 87 John R. Wilson
1988 - 89 Clarke Watson
1990 - 91 Theo Gerrits
1992 - 93 Jim Remington
1994 - 95 Herb Lang
1996 - 97 Peter Wilson
1998 - 99 Bill Davidson
2000 - 02 Terry Marquardt
2003 - 05 Allan Wright
2005 - 07 Kevin Constable
2007 - 09 K.C. Craig Stinson
2009 - 12 Greg Bullock
2012 - 14 David Gunn

"When the well is dry, we know the worth of water." – Benjamin Franklin 1746

Mission Statement

The Ontario Ground Water Association is a not-for-profit organization established in 1952. OGWA is comprised of diverse ground water professionals. The board of OGWA is made up of volunteers passionate about protecting Ontario's most precious resource, ground water. Our purpose is to provide guidance to members, government representatives, and the public for sound scientific, economic, and beneficial development, protection, and management of ground water resources.

OGWA facilitates accessible worthwhile seminars, conferences and opportunities for idea exchange and problem solving amongst members and interested parties. OGWA has an interest in education as ongoing protection of ground water can only occur if the public and industry are knowledgeable.

OGWA's goals are to:

- Continually serve as recognized stewards of ground water in Ontario
- Promote the understanding of scientific, technical, legal, and public policy aspects of ground water
- Provide a forum for exchange of information among ground water professionals, governmental representatives, and other interested parties on all aspects of ground water resources
- Disseminate information to governments, schools, and civic professional organizations, and educate the general public regarding ground water resources
- Promote professional awareness and technical skills among ground water professionals
- Be a clearinghouse for complaints
- Be self governing, allowing OGWA an opportunity to guide members and ground water professionals in proper construction and utilization of ground water
- Develop strong partnerships to further these goals

Who We Are

The Ontario Ground Water Association has members in 5 divisions of ground water professionals-- Well Drillers, Environmental/Geotechnical Drillers, Pump Installers, Manufacturers and Suppliers, and Scientists and Engineers.

Drillers: represent companies that drill and repair water wells for homes, farms, businesses, factories and cities throughout Ontario. Contractors in this division hold a Class 1 or Class 2 license.

Environmental and Geotechnical Drillers: Members of this division are involved in hydrogeological studies installing monitoring wells or geotechnical boreholes. Members of this division may have a Class 1 or Class 3 license.

Pump Installers: Members of this division install and repair pumps that pump water from different wells. Pump installers conduct a yield test and can make minor alterations to a well to accommodate pumping equipment. Some members of this division also install and service water treatment equipment. Members of this division hold a Class 4 license.

Manufacturers and Suppliers: Members of this division represent companies that distribute pumps, drilling machines, tools, pipe, tanks, controls, and many other products to the ground water industry. These companies do not sell to the general public. Manufacturers are the actual makers of the materials that suppliers distribute.

Groundwater Scientists and Engineers: Members of this division are persons or companies representing geologists, hydrogeologists, engineers, regulators and consultants all of who work on scientific matters relating to ground water. Some of these do actual field drilling or monitoring well installation and other work involving, among others things, hydrogeological studies and the movement of ground water. Members of this division may have a Class 3 or Class 5 license or may be licensed through Association of Professional Geoscientists of Ontario or Professional Engineers of Ontario.

April 30, 2014

"Dedicated to protecting and promoting Ontario's most precious resource."

Benefits of Ontario Ground Water Association Membership:

- ✓ **Industry Advocacy:** for the betterment of your company and all segments of the Ontario ground water industry, have your voice heard where the OGWA has stake holder status, your input is always welcomed.
- ✓ **Ground Water Contractors General Insurance Program:** An industry specific insurance program offered to members through Lackner McLennan Insurance.
- ✓ **Board of Directors:** industry professionals addressing all issues for the common benefit of the industry and the membership, Directors act as your voice on the Board.
- ✓ **Executive Director:** directed by the Board and membership to fulfill the OGWA mandate. Responds to inquiries and complaints; makes referrals to members; provides mediation and education to members and the public.
- ✓ **OGWA Office:** Assisting with inquiries refers public enquiries to members in their area. The office maintains critical OGWA data, distributes news and information via the OGWA publication *The Source* and maintains the website and Well Wise water testing program.
- ✓ **Regional Meetings/Conventions/Trade Shows:** Enjoy discounts on Continuing education credits for MOECC licensing maintenance, industry news and workshops, Members pricing on the OGWA convention and the NGWA convention - with advanced notice and proprietary information for members only.
- ✓ **Complimentary copies of The Source Magazine and the Annual Membership Directory:** “The Source” is published three times per year. Members are provided the ability to contribute news and articles plus all advertising is restricted to members only. The Membership Directory is the phone book for our industry and is widely circulated to members and all levels of government and industry.
- ✓ **Web Site:** The OGWA website promotes your membership to the public. If you are licensed and listed on the MOECC contractor website and as an OGWA member listed on our site, what better credentials can you present to your customers? The website provides resources and information for your customers and the public. The Members only section is updated frequently, contains templates for regulatory compliance, links to government and ground water sites, and provides access to forms, information, pertinent news and issues as well as special offers for members only.
- ✓ **Well Wise Water Testing Program:** Administered by the OGWA and provides lower comparative cost laboratory testing of private well water for the public and contractors. This is an additional service you can provide your clients. The OGWA office administers the test orders and provides an easy to read report on the results.
- ✓ **Choice Hotels Discount:** Best-rate discounts for Choice Hotels (Comfort Inn, Comfort Suites, Clarion Resorts, Quality Inn, Econolodge, and Rodeway). See your Membership Card: 2 Ways of Saving – Web or 1-800-424-6423
- ✓ **Thrifty Car Rental Services:** Special rates and services such as: no underage driver surcharges for ages 21-25, no additional driver fees for company employees or their spouses, HBC Rewards or Free Rental Days through the Blue Chip Rewards program, unlimited kilometres at most locations, and more. See your Membership Card.
- ✓ **Gost Workwear Inc.:** Discounts on Canadian and American made high quality work clothing and foot wear for you and employees to order on-line. Full details and your discount code are listed on our Members’ web pages.
- ✓ **CAA:** discounts on corporate membership as well as goods and services through CAA Rewards. The offer and discount information is available in the Members’ section of the OGWA website.

Remember to ‘Save the Date!’ June 8th to 11th 2016 → Canadian Ground Water Conference & Expo 2016:

“Sustainability - Ground Water Matters” in Niagara Falls – Scotiabank Convention Centre & Marriott Gateway Hotel
Register soon for this networking, educational and new product event!

OGWA Website Members Only Pages: Login with your email. Set up your password with “Forgot password” feature.

Visit our website at: **www.ogwa.ca**



Code of Ethics and Conduct

published by the

Ontario Ground Water Association for the Ground Water Construction and Drilling Industry

Introduction

The Ontario Ground Water Association is dedicated to promoting the highest principles of honesty, integrity, fair dealing and professionalism in the ground water construction and drilling industry. It is equally dedicated to preserving the consuming public's right to quality workmanship and safe potable water. This Code of Ethics and Conduct sets forth standards for industry members in their dealings with their customers, among themselves, with members of related industries and with the public at large.

Article I

General Obligations

Ontario Ground Water Association members shall conduct themselves as informed, law abiding citizens. They shall be informed of and adhere to those federal, provincial and local laws, statutes, ordinances, codes and regulations applicable to the ground water construction and drilling industry and to their businesses such as those dealing with restraint of trade, consumer protection, truth in advertising, truth in lending and selling

Article II

Obligations to the Public

Industry members shall dedicate themselves to sound and competitive business practices. Specifically, they shall strive to:

- A. Compete lawfully and honestly.
- B. Build their businesses on the merits of their own products, services and abilities and not falsely disparage the products, services or abilities of competitors, ground water contractors, well drillers or others.
- C. Accurately represent the characteristics, effects and details of the source ground water supply.
- D. Accurately represent the products or services that are rendered on behalf of your clients and the public at large.
- E. Accurately represent their credentials, training, experience and abilities and those of their employees, sub-contractors and agents.
- F. Base product performance, benefit or other promotional claims either verbal or written on factual data obtained from tests conducted by personnel technically competent to conduct such tests following scientifically valid test procedures which data is in existence and available at the time such claims are made.
- G. Avoid the omission of material facts in promoting their products or services if the effect would be to mislead or misrepresent.

Article III

Obligations to the Customer

Industry members shall serve their customers competently, honestly and promptly. Specifically, they shall strive to:

- A. Be open and honest in their dealing with their customers and potential customers.
- B. Factually represent their products and services to their customers.
- C. Ensure that their products or services are properly applied or installed when they are responsible for such application or installation.
- D. Respond promptly to customer complaints.
- E. Provide for the availability of timely and competent service for their products.
- F. Inform their customers of the maintenance and service requirements and related costs.
- G. Honour contracts and warranties without undue delay.

Article IV

Obligations to Professionalism

Industry members shall maintain and advance their knowledge and skills in the technologies utilized in the ground water construction and drilling industry. Specifically, they shall strive to:

- A. Ensure that their employees and agents, through continuing education, have a practical working knowledge of the capabilities of the products and services they provide.
- B. Improve their own professional expertise by staying abreast of industry technological and scientific developments.
- C. Adhere to and promote the business ethics embodied in this Code.

**ONTARIO GROUND WATER ASSOCIATION 2016 MEMBERSHIP APPLICATION**

PAYMENT ARRANGEMENTS DEADLINE: January 31, 2016

DO NOT list my company on the OGWA website.

(Listing = Company Name, Contact Name, Address, City, Province, Postal Code, Phone/Fax Numbers, Web Site, and County. E-mail addresses will be listed unless OGWA is notified otherwise).

☐ NEW MEMBERSHIP☐ MEMBERSHIP RENEWAL: Fill in all information, including # of Licenced Well technicians, their names, & T-numbers.☐ Check for authorization to insert a link to the OGWA website on your corporate website.

NOTE: The logo of the Ontario Ground Water Association (OGWA) is a registered trademark (TM). Permission for its reproduction is RESTRICTED TO MEMBERS IN GOOD STANDING for advertising purposes. Investigation into unauthorized use may result in legal action.

☐ Check to indicate you understand that under Canadian Anti-Spam Legislation, you agree to allow OGWA to send general email news, bulletins, and event notices in addition to standard communication regarding your membership or invoicing.☐ By applying for membership in the OGWA, I acknowledge I have read and agree to follow the OGWA Code of Conduct.

Company Name: _____

Contact Name: _____

Address: _____

City: _____

Prov: _____

Postal Code: _____

Phone/Ext: _____

Cell: _____

Fax: _____

Alt Ph: _____

Toll Free: _____

Other: _____

E-mail: _____

Billing Email: _____

Website: _____

Head Office Region or County:
(see Page 2 for full list): _____

** CONTRACTORS—MOECC Contractor Licence #:

Expiry Date: _____

****MANDATORY: MOE CONTRACTOR LICENCE # REQUIRED ABOVE FOR ALL QUALIFIED CONTRACTORS****New Membership & Renewal Instructions****December 2015 for the Year 2016**Whether you are a new or renewing member of the OGWA it is most important that you take the time to fill out the Membership Application completely. The information you provide is for your benefit. New fees have been approved by the Board of Directors.

Page 2 requires equally critical attention in that the areas you indicate you work and the services you provide are how we direct enquiries from the public. The information you list for your technicians and ground water professionals is critical to maintaining the information required for Continuing Education Courses / Credits for licence renewal and mailings.

Please contact Anne or Craig with any difficulties before you send in an incomplete form.

<input checked="" type="checkbox"/> CHOOSE MEMBERSHIP CATEGORY	FEES TO REMIT (HST Incl)
Ground Water Scientist/Engineer – Less than 10 Ground Water Professionals	\$ 500.00
Ground Water Scientist/Engineer – 10 to 20 Ground Water Professionals	\$ 800.00
Ground Water Scientist/Engineer – More than 20 Ground Water Professionals	\$1225.00
**Associate Member(s) (qualifying note & details Page 2) Enter # Associates:	\$ 100.00 x ____ = \$
Please Consider Providing a Donation for OGWA Projects	DONATION: \$

<input type="checkbox"/> OPTION 1: MONTHLY PAYMENT = Total Fees divided by 10 Months + \$3/Month Admin	\$ ____ /mo
<input type="checkbox"/> OPTION 2: FULL MEMBERSHIP PAYMENT plus any DONATION:	\$ ____

{ ____ } Initial here to agree to Annual Automatic Membership Renewal (credit card payments only)

PAYMENT FOR OPTION 1 or OPTION 2: ____ Visa ____ MasterCard

Card #: _____ Expiry: _____

Name on Card: _____ 3 Digit CVV# _____

CHEQUES PAYABLE TO: Ontario Ground Water Association, 48 Front Street East, Strathroy, ON N7G 1Y6

THANK YOU!**Continue and Complete Page 2 (OVER) ...**



ONTARIO GROUND WATER ASSOCIATION - 2016 MEMBERSHIP APPLICATION

PRINT COMPANY NAME BELOW (as it appears on Page 1 of this Membership Application):

Check all Ontario Counties/Regions where you provide service - for the OGWA website searchable members list:

<input type="checkbox"/> Brant	<input type="checkbox"/> Grenville	<input type="checkbox"/> Lambton	<input type="checkbox"/> Ottawa-Carleton	<input type="checkbox"/> Stormont-Dundas-Glengarry	<input type="checkbox"/> All Ontario
<input type="checkbox"/> Bruce	<input type="checkbox"/> Grey	<input type="checkbox"/> Lanark	<input type="checkbox"/> Oxford	<input type="checkbox"/> Sudbury	<input type="checkbox"/> Manitoba
<input type="checkbox"/> Chatham-Kent	<input type="checkbox"/> Haldimand	<input type="checkbox"/> Leeds-Grenville	<input type="checkbox"/> Parry Sound	<input type="checkbox"/> Temiskaming	<input type="checkbox"/> Quebec
<input type="checkbox"/> Cochrane	<input type="checkbox"/> Haliburton	<input type="checkbox"/> Lennox & Addington	<input type="checkbox"/> Peel	<input type="checkbox"/> Thunder Bay	<input type="checkbox"/> Canada
<input type="checkbox"/> Dufferin	<input type="checkbox"/> Halton	<input type="checkbox"/> Middlesex	<input type="checkbox"/> Perth	<input type="checkbox"/> Timmins	<input type="checkbox"/> USA
<input type="checkbox"/> Durham	<input type="checkbox"/> Hamilton-Wentworth	<input type="checkbox"/> Muskoka	<input type="checkbox"/> Peterborough	<input type="checkbox"/> Toronto (GTA)	<input type="checkbox"/> Other
<input type="checkbox"/> Elgin	<input type="checkbox"/> Hastings	<input type="checkbox"/> Niagara	<input type="checkbox"/> Prescott-Russell	<input type="checkbox"/> Victoria	
<input type="checkbox"/> Essex	<input type="checkbox"/> Huron	<input type="checkbox"/> Nipissing	<input type="checkbox"/> Prince Edward	<input type="checkbox"/> Waterloo	
<input type="checkbox"/> Frontenac	<input type="checkbox"/> Kawartha Lakes	<input type="checkbox"/> Norfolk	<input type="checkbox"/> Renfrew	<input type="checkbox"/> Wellington	
<input type="checkbox"/> Glengarry	<input type="checkbox"/> Kenora-Rainy River	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Simcoe	<input type="checkbox"/> York	

Required for All Member Contractors or S&E Members plus Associates: Names, contact details & MOE licence numbers of Licenced Well Technicians or Ground Water Professionals employed by company (including owner or manager, if applicable). Complete additional pages if necessary. Well Technicians, Ground Water Professionals, & Associates will receive The Source and OGWA updates to the address indicated.

First Name:	Last Name:	Lic #: T-	Classes:
Mailing Address:			
Phone:		Email:	
First Name:	Last Name:	Lic #: T-	Classes:
Mailing Address:			
Phone:		Email:	
First Name:	Last Name:	Lic #: T-	Classes:
Mailing Address:			
Phone:		Email:	
First Name:	Last Name:	Lic #: T-	Classes:
Mailing Address:			
Phone:		Email:	
First Name:	Last Name:	Lic #: T-	Classes:
Mailing Address:			
Phone:		Email:	
First Name:	Last Name:	Lic #: T-	Classes:
Mailing Address:			
Phone:		Email:	

Services provided: (check all applicable – to provide the best data for website searches and business referrals)

Drilling: ☐ Water Well ☐ Dewatering ☐ Geotechnical ☐ Environmental ☐ Other: _____

Method: ☐ Cable tool ☐ Rotary: Air ☐ Mud ☐ Reverse ☐ Auger ☐ Coring ☐ Other: _____

Well Pumps: ☐ Installation ☐ Service / Repair

Other: ☐ Water Treatment ☐ Well Yield Tests ☐ Hydrofracturing ☐ Well Rehabilitation ☐ Down hole Video ☐ Geothermal

Please mail, fax, or e-mail back to: Ontario Ground Water Association 48 Front St. E., Strathroy, ON N7G 1Y6

Fax: 519-245-7196

Email: ogwa@ogwa.ca

****ASSOCIATE MEMBERSHIP:** "OGWA By-Law No.1- Government & Associate Division: Associate membership in the Corporation shall include all persons interested in the welfare and success of the Ontario Ground Water Association and the water well drilling industry, other than business, firms, companies and corporations that qualify for membership in the Contractors, Manufacturers & Suppliers, or Ground Water Scientists & Engineers*. The government & associate division shall have no voting power."

*This means if your company can be classified in one of these main membership categories, you are **not** eligible for Associate membership and must remit in the regular membership fee. Associate Memberships are available to persons/employees whose companies are full members.



Ontario Ground Water Association

OGWA Regional Training Meetings 2015-16 Registration Form

To receive CEC Certificates, all participants in the OGWA Regional Meetings **MUST pre-register with full payment by the dates indicated below.** Only pre-paid participants will be allowed admittance to the training. *Please contact the OGWA office if you have any questions: 519-245-7194 / ogwa@ogwa.ca*

Company:				Contact:			
Mailing Address:							
Phone:				Fax:			
Email:							OFFICE USE: Registration #
Participant Name:				Well Technician Licence #:	T-		
Participant Name:				Well Technician Licence #:	T-		
Participant Name:				Well Technician Licence #:	T-		
Participant Name:				Well Technician Licence #:	T-		
Participant Name:				Well Technician Licence #:	T-		

(For additional Participants, please add a 2nd page with your Company Name, Participant Names, and Well Technician Licence Numbers if applicable)

Choose Your Regional Meeting Location – You Must PRE-REGISTER No Later than Date Listed:

LOCATIONS:

REGISTER BY: Oct 16 – Mount Forest & District Sports Complex, 850 Princess St. Session Completed
 REGISTER BY: Feb 17 - Perth - Farrell Hall, 186 Gore St. E.
 REGISTER BY: Feb 18 - Lindsay Golf & Country Club, 282 Lindsay St. S.
 REGISTER BY: Feb 24 - North Bay - Clarion Resort Pinewood Park, 201 Pinewood Park Dr.
 REGISTER BY: Feb 25 - Bradford & District Memorial Community Centre, 125 Simcoe Rd.
 REGISTER BY: Feb 29 - Thunder Bay - Airline Hotel & Conference Centre, 698 Arthur St. W.
 REGISTER BY: Mar 2 - Springfield - Malahide Community Centre, 12105 Whittaker Rd.

CHOOSE MEETING DATE:

____ Mount Forest: Oct 23
 ____ Perth: Feb. 24, 2016
 ____ Lindsay: Feb. 25, 2016
 ____ North Bay: Mar. 2, 2016
 ____ Bradford: Mar. 3, 2016
 ____ Thunder Bay: Mar. 7, 2016
 ____ Springfield: Mar. 9, 2016

Registration Fees:

____ Number of Participants (OGWA Members) X \$ 99.50 + 12.94 (HST) = **\$112.44** (HST Included) = \$ ____

____ Number of Participants (All Others) X \$170.00 + 22.10 (HST) = **\$192.10** (HST Included) = \$ ____

Total Registration Fees: \$ ____

Payment by Cheque: Cheque Enclosed for: \$ ____ (Mail to: OGWA, 48 Front St. E., Strathroy, ON N7G 1Y6)

Payment by Credit Card: ____ Visa ____ MasterCard

OPTION! PAY ONLINE AT: www.ogwa.ca

Name on Credit Card: _____

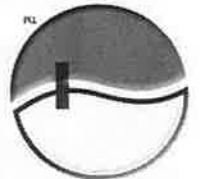
Card Number: _____ Expiry Date: ____ / ____
 (MM/YYYY)

CVV# (last 3 digits back of credit card) _____ Signature: _____

Completed form can be sent by: **FAX: 519-245-7196** **EMAIL: ogwa@ogwa.ca**

Ontario Ground Water Association

Regional Training Meetings Agenda



Mount Forest	Perth	Lindsay	North Bay	Bradford	Thunder Bay	Springfield
Oct. 23	Feb. 24	Feb. 25	Mar. 2	Mar. 3	Mar. 7	Mar. 9

DISINFECTION 7 CEC Hours - MOECC Approved

- The greatest single non compliance issue. Don't leave yourself open to problems.
- Regulation 903: How to comply, proper procedures start to finish, calculations.
- Testing procedures, trouble shooting, client interaction, remaining in compliance.

All participants in the OGWA Regional Meetings must be pre-registered through the Ontario Ground Water Association office.

Only pre-paid participants will be allowed admittance to the training.

Certificates provided by OGWA onsite on completion of the course

AGENDA:

8:00 – 8:30 am	Sign in and OGWA Initiatives and Update – OGWA Board Members
8:30 – 10:15 am	BMP – Chapter 8 Disinfection – Begins with Regulatory Requirements
10:15 – 10:30 am	Break
10:30 – Noon	BMP – Chapter 8 Disinfection – continues pg 20 – Thorough Flushing
Noon – 12:30 pm	Lunch
12:30 – 2:30 pm	BMP – Chapter 8 Disinfection – continues pg 42 – Preparing Mixing Dose
2:30 – 2:45 pm	Break
2:45 – 4:15 pm	BMP – Chapter 8 Disinfection – continues pg 64 Interpretation of Analysis
4:15 – 4:45 pm	Kim Yee - Ministry of Environment & Climate Change - Initiatives & Update
4:45 – 5:00 pm	Sign out and certificate distribution – OGWA Board Members

SPONSORED BY:



Canadian Ground Water Conference & Expo 2016

June 8 - 11, 2016 | Scotiabank Convention Centre, Niagara Falls, Canada

Join the Canadian ground water industry for insights and networking opportunities. The Canadian Ground Water Conference & Expo includes product and industry sessions on June 10-11. We are pleased to announce that one of our featured presenters is the 2016 NGWA McElhiney Lecturer, Peter S. Cartwright. He will share his knowledge on "Groundwater Contaminants and Treatment Options." The full conference package includes tickets to the President's Reception & Dinner, Welcome Reception and Keynote Luncheon as well as a pass to the Expo.

Save Today! Register now.

\$499.00 (Member): + HST*
\$599.00 (Non-member): + HST*

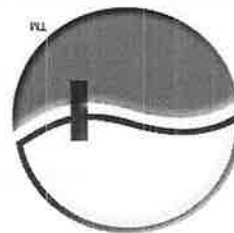
Save Now! Early Bird available until April 28, 2016

*Includes: (1) Full Conference Access, (1) Ticket to the Welcome Reception, (1) Expo Pass and (1) Ticket to the President's Reception and Dinner.

See all Conference Packages & Pricing as well as all additional Event Ticket pricing at:

www.ogwa.ca/cdngroundwatereexpo

Produced & Hosted by the



Ontario Ground Water Association

The tradition continues!

This year's location, Whirlpool Golf Course, is one of Canada's most highly rated and renowned public golf courses. Located in a spectacular setting against the backdrop of the Niagara River Whirlpool and Gorge, it is sure to be a great day of golf and networking.



Photos Courtesy of World Wide Drilling Resource

\$150 + HST Individual Player:

Fees include green fees, shared use of golf cart, return transportation to/from course and prize awards dinner.

Wednesday, June 8th

\$150 + HST Dinner, Wine, & Tour Event Ticket:

Ravine Vineyard Estate Winery Event
 June 11, 2016 | Niagara Wine Country

From: Workforce Planning Board Waterloo Wellington Dufferin
[mailto:carol@workforceplanningboard.com]
Sent: January-05-16 3:34 PM
To: Karen Landry
Subject: Release of Agriculture Research Report

I.G.# 5.



Workforce Planning Board
of Waterloo Wellington Dufferin

Agriculture Research Report Available

Dear Karen,

The Workforce Planning Board of Waterloo Wellington Dufferin recently undertook research into the changing shape of the agricultural sector in Waterloo and Wellington. The research and ensuing consultations show that there is potential for current and future opportunities for the industry locally and several key considerations have been incorporated into the report for further discussion.

The Workforce Planning Board would like to thank all of those who contributed to this research and the final report is available [HERE](#) for your information.

Best regards,

Carol Simpson, C.I.M., P.Mgr.
Executive Director
Workforce Planning Board of Waterloo Wellington Dufferin
carol@workforceplanningboard.com

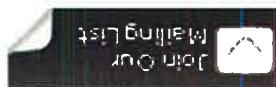
"Guiding today's workforce for tomorrow's workplace"

WPBWWD - Serving our community for over 15 years!

FOLLOW US



Workforce Planning Board of Waterloo Wellington Dufferin



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Update Profile/Email Address | Rapid removal with [SafeUnsubscribe™](#) | [About our service provider.](#)



Workforce Planning Board of Waterloo Wellington Dufferin | 218 Boida Avenue, Unit 5 | Ayr | Ontario
N0B 1E0 | Canada



Monday, February 8, 2016 • 11:00 am - 4:00 pm • Ignatius Jesuit Centre, Guelph/Eramosa

PUTTING A PRICE ON LOCAL FOOD

The Business Case for Local Food: From the Margins to the Mainstream

Dr. Sylvain Charlebois, University of Guelph

Leveraging Food Tourism to Grow Your Business

Julia Gilmore, Ontario Culinary Tourism Alliance

Connecting the Dots: Partners in Food

Panel Presentation

- **Networking Lunch • B2B Marketplace**
- **Business Resources • Ask the Expert Q and A**

Admission

\$25 Partners/\$30 General
Pre-registration only!
Marketplace booths available

REGISTER TODAY:

www.tastereal.ca

www.foodlink.ca

T 519.837.2600 x2614

  #SiH2016

Presented by:



I.G.# 6.

Grand River Conservation Authority
Members Attendance
January 1 - December 31, 2015

DATE 2015	MEETING	Amatong	Banbury	Ball	Coleman	Clarke	Corbett	Foxton	Gardhouse	Hillier Retired	Jamieson Retired	Jowett	Linton	Lorenz	Lunsu	Mitchell	Morison	Neumann	Nowak	Prendergast	Roth	Salisbury	Salter	Shantz	Simons	Stauch	Stojanovic	White	Wicke
1 January 23	General Membership	1	1	1	1		1	1	1	1						1	1		1	1		1	1	1	1	1	1	1	1
1 February 18	General Membership Members' Orientation	1	1	1	1		1	1			1	1		1		1			1	1	1	1	1	1	1	1	1	1	1
1 February 27	Annual General Meeting	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1
1 March 27	General Membership	1	1	1	1		1	1			1			1	1	1	1		1	1	1	1	1	1	1	1	1	1	1
1 April 24	General Membership	1	1	1	1		1	1	1		1	1		1	1	1	1		1	1	1	1	1	1	1	1	1	1	1
1 May 22	General Membership	1	1	1	1		1	1	1		1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1
1 June 26	General Membership	1	1	1	1		1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 July 24	General Membership	1	1	1	1		1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 August 28	General Membership	1	1	1	1		1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 September 25	General Membership	1	1	1	1		1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 October 23	General Membership	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 November 27	General Membership	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 December 18	General Membership	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
13		13	13	12	13		13	12	11	2	5	10	6	10	11	13	10		12	12	11	12	13	11	12	8	7	12	12

*Note: Ad Hoc, Audit and Special Recognition Committees are additional committees for which members volunteer

DATE 2015	MEETING	Brennan	Coleman	J. d'Ally	Jamieson	Mitchell	Prendergast	Salter	Stauch	Wicke
February 18	Audit Committee	1	1	1	1	1	1	1	1	1
March 27	Special Recognition	1	1	1	1	1	1	1	1	1
2016		Coleman	Morison	Prendergast	Mitchell	White				
November 27	Audit Committee									

1.G.#
7

GRCA Current



January, 2016 • Volume 21 Number 1

GRCA General Membership

Chair Jane Mitchell

Vice-Chair Vic Prendergast

Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley
Guy Gardhouse

Townships of Mapleton and Wellington North Pat Salter

Township of Centre Wellington
Kelly Linton

Town of Erin, Townships of Guelph/Eramosa and Puslinch
Chris White

City of Guelph
Bob Bell, Mike Salisbury

Region of Waterloo
Les Armstrong, Elizabeth Clarke,
Sue Foxton, Helen Jowett,
Geoff Lorentz, Jane Mitchell,
Joe Nowak, Wayne Roth,
Sandy Shantz, Warren Stauch

Municipality of North Perth and Township of Perth East
George Wicke

Halton Region Cindy Lunau

City of Hamilton George Stajanovic

Oxford County Bruce Banbury

County of Brant
Brian Coleman, Shirley Simons

City of Brantford
Dave Neumann, Vic Prendergast

Haldimand and Norfolk Counties
Bernie Corbett, Fred Morison



www.grandriver.ca

New municipal agreements

The GRCA's planning department is renewing and updating agreements with municipalities that date back to the 1990s.

During that time, the province delegated responsibility for commenting on Planning Act applications to municipalities. Many smaller municipalities didn't have the resources to comment and conservation authorities helped them fulfill this role. However, a lot has changed over the past 20 years and the new agreements will reflect revised responsibilities and other changes that have taken place.

The agreements are going to be different for each municipality and will clarify the roles. For example, within Wellington County there are six conservation authorities and all are working together with the county to co-ordinate Planning Act issues and set out how planning is undertaken.

The GRCA provides comments to municipalities throughout the watershed for Planning Act applications they are considering. The agreements provide an opportunity to coordinate between Planning Act and Conservation Authority Act requirements when they overlap.

2015 was a Grand year for extreme temperatures

The past year had the highest high and the lowest low in average temperatures, as the graph below shows.

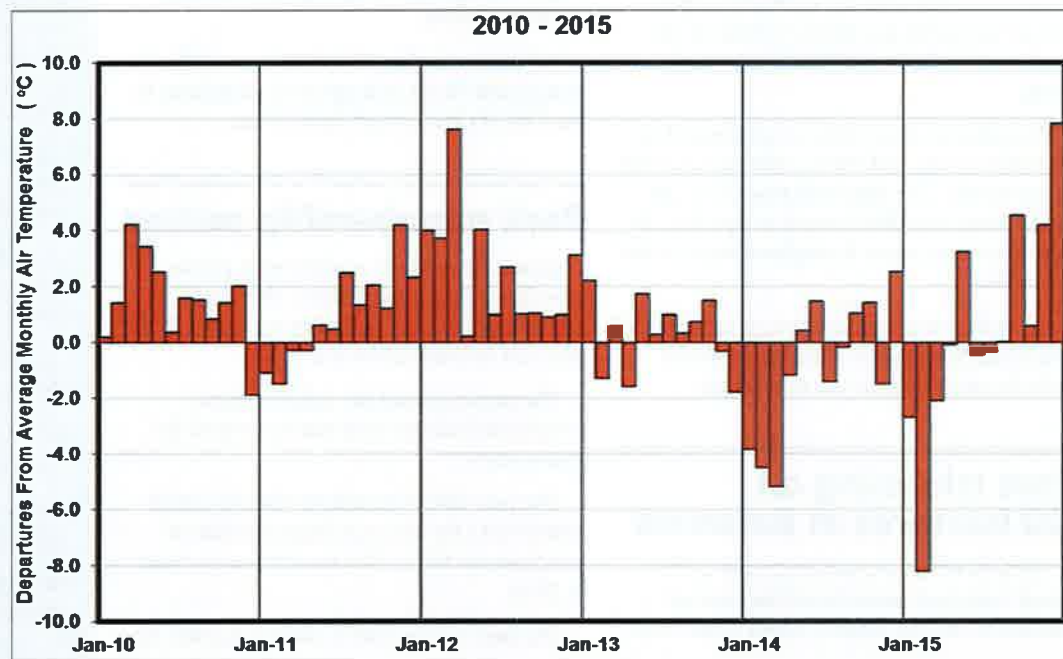
The first three months brought some of the coldest temperatures on record across the watershed, with an average temperature of -14.8 C at the Shand Dam weather station in February.

May was warm, while the summer was cool. However, the fall brought an upward swing with very warm weather that also broke some records.

Across the watershed the precipitation was below average during the year, but there was a big difference between north and south. The northern part tended to be close to the long-term average, but the summer was very dry south of Brantford.

Reservoir levels were at or above the upper level at the end of December.

The level of Lake Erie was well above the long-term average in December and is expected to remain high, which increases the potential for flooding along the Lake Erie shoreline.



Grand River Conservation Authority

Shade's Mills is now open year-round

Starting Jan. 4 2016, Shade's Mills Park in Cambridge has a new automatic access gate that allows the park to open year-round.

People will be able to drive up to the gate, open it and drive in. Visitors can open the gate by swiping their Grand River Parks membership pass or paying at the gate.

There will still be some restrictions on the hours of entry, but the park will generally be open dawn to dusk. The big advantage of the new gate is that people will be able to arrive at dawn for a run or to go fishing, rather than waiting until 8 a.m. as previously. In addition, the gate means people can experience the park during all seasons — when there are spring flowers, fall colours or the first snowfall.

This type of gate is planned for other parks within the next few years.



The new access gate means that Shade's Mills Park in Cambridge is open year-round. Visitors can use a Park Membership pass to enter without paying, or can pay using cash (bills and coins). Soon, credit cards will also be accepted for payment.

Warm winter expected

The warm December set a trend that is expected to continue through the winter.

The strong El Nino continues to impact temperatures and December was 6.9 C above average at Shand Dam.

Conditions are similar to those during the warm winter of 1997-98 when there was also a strong El Nino effect. However each El Nino episode is different.

The three-month forecast in the Grand River watershed calls for normal precipitation in the north and above normal in the south near Lake Erie where it is needed most.

Precipitation this winter is anticipated to be a mix of rain and snow, and there is a risk of ice storms. The first took place Dec. 28-29, however this didn't result in flooding. By Jan.1 there was snow throughout most of the watershed.

An early, warm spring starting in March is predicted, followed by a normal summer with the possibility of dry conditions.

Tree trimming on 20 hectares at Belwood

Sections of the recreational trails at Belwood Lake Park were closed for most of December so that forestry crews could thin

trees.

Approximately 20 hectares of forest plantations and sections of the walking trails were impacted. A plantation contractor harvested trees in order to improve forest health and biodiversity within the forest.

Scheduled thinning is done periodically to give growing space to the healthiest trees, allow for hardwoods to seed naturally and to improve the general health and condition of the plantation. Thinning during the winter avoids disrupting the spring and summer nesting seasons.

All work was done in accordance with sustainable forest management guidelines in the GRCA's Watershed Forest Plan.

Park membership passes

Grand River Parks membership passes have been very popular since they were introduced in 2014 and sales increased by 40 per cent between 2014 and 2015.

The pass replaced the vehicle season windshield stickers that had been used for many years.

The pass allows people to visit all Grand River Parks for one year from the date of purchase for \$125. This fee did not increase in 2016.

The pass comes with a coupon booklet for

experiences such as tubing at Elora Gorge, canoe rental and day passes to give to friends.

Families also enjoy an increasing number of visitor service programs provided by nature guides. These are also included in the park membership.

This issue of *GRCA Current* was published in January 2016.

It is a summary of the December 2015 business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

Next board meeting:

Jan. 22 at 9:30 a.m.,
GRCA Administration Centre.

Subscribe to GRCA Current:

GRCAcurrent-subscribe@grandriver.ca

View meeting reports:

www.grandriver.ca/MeetingReports

View coming events:

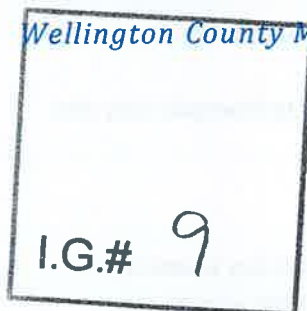
www.grandriver.ca/Calendar

Grand Actions newsletter:

www.grandriver.ca/GrandActions



Wellington County Municipal Economic Development Group



Minutes

Economic Development Officers/Coordinators

Supporting Organizations

WWCFDC Boardroom,

November 3rd, 2015

9:30 a.m.

Present:

John Brennan (Councillor, Town of Erin), Bob Cheetham (Town of Erin), Crystal Ellis (Township of Mapleton), Mandy Jones (County of Wellington), Fred Lehmann (Senior Communications Officer, County of Wellington), Robyn Mulder (County of Wellington), Kelly Patzer (Township of Puslinch), Jana Reichert (County of Wellington), Patricia Rutter (Township of Centre Wellington), Jane Shaw (WWCFDC), Carol Simpson (WFPB), Dale Small (Township of Wellington North), Steve Smith (MEDEI/MRI), Belinda Wick-Graham (Town of Minto), Alex Goss (Local Immigration Partnership), Gerry Horst (Ontario Ministry of Agriculture, Food and Rural Affairs), Christine Veit (Safe Communities), Scott Wilson (County of Wellington), Ryan Lipcsei (Saugeen Economic Development)

Regrets:

Janet Harrop (Wellington Federation of Agriculture), April Marshall (Township of Wellington North), Brad Dixon (GRCA), Mark Granger (Ontario Works Employment Specialist), Scott Williams (GWBEC), Kim Wingrove (CAO, Township of Guelph/Eramosa)

1. Approval of Agenda

Motion to approve agenda as written.

Moved by Dale Small, seconded by Kelly Patzer

Carried

2. Declaration of Pecuniary Interest

None

3. Approval of Minutes

Motion to approve the minutes as written from the meeting held September 17th, 2015.

Moved by Bob Cheetham, seconded by Crystal Ellis

Carried

It was announced that Bob Cheetham is moving on from the Town of Erin. Robyn Mulder has been appointed the new Town of Erin Economic Development Officer. The Group wished Bob great success in his next endeavour and congratulated Robyn on her new venture.

4. Wellington Signage Update

The Group received information from Sean Kelly, Stempski Kelly and Associates and Aileen Murray on the status and development for the Wellington Signage plan. During the research it was determined that tourist areas, downtown, heritage, museums and waterways were the main points of interest and valued to the more than 450 people questioned. With 62 portals in Wellington County, 40 of those marked, the themes and designs of the signs were discussed at which Sean presented the Group with a variety of options.

The Group openly discussed the options and will provide their feedback to Stempski Kelly and Associates so the next steps for the project can move forward.

5. BR&E Update

BR&E objectives are to develop and build strong communities and identify key issues in the retail/downtown areas and to obtain and expand foreign investment within communities. Interviews are scheduled to be completed in December with 140 businesses being interviewed for retail/downtown and 20 for foreign investment. Members of the Group provided an update on their current status and deadlines for the 2015 BR&E and that the funding from the previous year has been allocated.

It was announced that the County of Wellington won the award at the 2015 BREI (Business Retention Expansion International) Conference for Program Design and Economic Impact.

6. Roundtable/Other Business

Centre Wellington:

- Currently the fees and charges and available employments land is being reviewed
- An EDCO application has been submitted for the CIP project

County:

- Ontario European Trade Forum will take place on November 12th
- Nominations for Rural Youth deadline is November 29th
- Warden, George Bridge, was elected as chair of the Western Ontario Warden's Caucus Economic Development Committee
- Manufacturing Bus Tour was a huge success with many university students and newcomers dressed for success
- The Health Care Bus Tour is scheduled for November 19th

Mapleton:

- Wallenstein Feed & Supply presented at the Economic Development meeting in October
- Currently there is a photo contest for the 2016 Community Guide

Minto:

- The Harriston post office sold and is being renovated to accommodate engineers, architects and other businesses
- LaunchIt is partnering with many organizations to create a RED application for the growing agriculture industry. If approved the funds would be used to expand the business incubator and provide training, mentoring, kitchen facilities and even start up farm locations to businesses in the agriculture sector

- Nominated for the 2015 EDCO Award for the Harriston Diggin' It Project

Erin:

- The Final Action Plan will be presented to Council
- One of the focuses for the new Town of Erin Economic Development Officer is developing and recognizing Erin as an equine hub in Wellington County

Wellington North:

- Current businesses are growing
- Next focus for job portal will be on population growth and housing

LIP:

- Alex distributed post cards created to promote living and working in Guelph and Wellington

Safe Communities:

- Safe Communities day was a great success
- Safe talk workshops discussing self-harm and suicides held in the County were also successful
- The Red Thumb project (Don't text while driving) is being promoted throughout the County

WFPB:

- Local labour market plan was sent to the Ministry
- Employer 1 survey will be distributed in January. The WFPB will work with group members to avoid any duplication that has been completed through the BR&E
- The 8 pilot areas under review for the Local Employment Planning Councils will remain active in the communities, this includes the Wellington-Dufferin Workforce Planning Board

WWCFDC:

- Pamphlets and post cards promoting the WWCFDC services are available for townships/organizations. Contact Jane if you would like any for your location.

SCDC:

- Hawks Nest training is starting. Hawks Nest is a competition for new or existing entrepreneurs looking for financing to start or expand their business.

OMAFRA :

- Check OMAFRA website for details on RED and Growing Forward 2
- Applications can be submitted anytime for RED funding, however analysts will not be reviewing applications until the intake is closed, January 2nd 2016
- The Greenbelt Fund received \$6million over 3 years from the Province to increase sales and encourage consumption of local food

MEDI:

- Assisting business with over 10 employees grow

Minutes from the WCMEDG meetings are distributed to Council, Clerks, Economic Development Representatives and other members for information purposes.

Next meeting is scheduled for December 1st, 2015 at 9:30am in the WWCFDC Boardroom.

Meeting adjourned at 11:30am

Job Portal

The Town of Minto, Town of Erin, Township of Wellington-North and Township of Centre Wellington created a job and housing portal for each of their townships.

A website, www.liveandworkinwellington.ca, was also created as part of the job portal to link the township individual sites to one main domain. It was requested this site be taken down, as per a motion passed by the October County ED Committee until all townships of the County of Wellington are able to participate.

Jana Reichert, Chair

Jane Shaw, Recording Secretary



The Corporation of
THE TOWNSHIP of CARLING

2 West Carling Bay Road, Nobel, ON P0G 1G0
Phone: 705-342-5856 • Fax: 705-342-9527

January 13, 2016

RE: Physician Recruitment

At the regular meeting of Council for the Township of Carling held January 11, 2016, Council considered correspondence from the Township of Madawaska Valley regarding physician recruitment.

Please be advised that the following resolution was passed at the meeting:

16-006

**Moved by Councillor Crookshank
Seconded by Councillor Gilbert**

WHEREAS Ontario's growing and aging population is putting an increasing strain on our publicly-funded health care system;

AND WHEREAS since February 2015, the Ontario government has made an almost 7% unilateral cut to physician services expenditures which cover all the care doctors provide to patients – including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas;

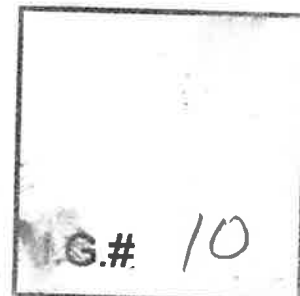
AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;

AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;

AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Carling hereby requests that the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario, and that the



minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal the protects the quality, patient-focused care Ontario's families deserve;

AND BE IT FURTHER REOLVED that copies of this resolution be sent to the Premier of Ontario, the federal and provincial Ministers of Health, the Ontario College of Physicians and Surgeons, and all municipalities in Ontario.

Carried.

If you require further information, please do not hesitate to contact the undersigned at 705-342-5856 ext. 416 or kmcllwain@carlingtownship.ca.

Sincerely,

A handwritten signature in black ink, appearing to be 'KM', with a long horizontal stroke extending to the right.

Kevin McLlwain
CAO/Clerk/Treasurer



**THE CORPORATION OF THE TOWNSHIP
OF MADAWASKA VALLEY**

P.O. Box 1000

85 Bay Street

Barry's Bay ON K0J 1B0

Ph 613-756-2747 Fax 613-756-0553

info@madawaskavalley.ca

Moved by: Councillor Peplinski 22-0712-15
Seconded by: Councillor Bromwich 07 December 2015
BE IT RESOLVED

WHEREAS Ontario's growing and aging population is putting an increasing strain on our publicly-funded health care system;

AND WHEREAS since February 2015, the Ontario government has made an almost 7 per cent unilateral cut to physician services expenditures which cover all the care doctors provide to patients - including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas;

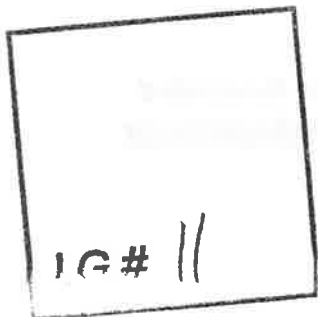
AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;

AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;

AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;

NOW THEREFORE BE IT RESOLVED THAT, in an effort to retain and attract family physicians to our rural Ontario municipality, the Township of Madawaska Valley hereby requests that; the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario; and that the Minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario's families deserve.



AND THAT copies of this Resolution be sent to the Premier of Ontario, the County of Renfrew and all Renfrew County lower-tier municipalities, MPP John Yakabuski, Federal Minister of Health, Ontario College of Physicians and Surgeons and all municipalities in Ontario.

X CARRIED.



Craig Kelley, CAO/Clerk

***Replies to this correspondence can be forwarded
electronically to gdombroski@madawaskavalley.ca***



REPORT ADM-2016-001

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

MEETING DATE: January 20, 2016

SUBJECT: Mini Lakes Residents Association – Condominium
Development Agreement - Condominium Plan 214
File No. L04MIN

RECOMMENDATIONS

That Report ADM-2016-001 regarding Mini Lakes Residents Association – Condominium Development Agreement – Condominium Plan 214 – Reduction of Securities be received; and

That Council authorize the reduction of securities held from \$159,552.00 to \$131,838.75.

DISCUSSION

Purpose

Staff is seeking authorization from Council to reduce the securities in the amount of \$159,552.00 to \$131,838.75 (Certified Funds).

Background

Mini Lakes – Plan of Subdivision Plan 61M-203 and Condominium Plan 214 is a residential development located south of Wellington Road 34 and east of Brock Road as shown on Schedule “A”.

Condominium Agreement

The Condominium Agreement was registered on December 15, 2014 as Instrument No. WC422451.

Letter of Credit – Securities

Securities in accordance with section 15 and Schedule D were provided to the Township in the amount of \$159,522.00 by Benninger Holdings Inc.

The securities are held to construct the services attributable to services to be constructed in Phase 3 of the Condominium Development as follows:

Rear Yard Storm Drains	\$ 13,000.00
Sanitary Sewers Works	\$ 0.00
Road Works	\$ 71,480.00
Water Works	\$ 0.00
Electrical	\$ 43,000.00
Contingency Allowance	\$ 5,724.00
Subtotal "A"	\$133,204.00
Engineering and Inspection (6% of "A")	\$ 7,992.00
Subtotal "B"	\$141,196.00
GST (6% of B)	\$ 18,356.00
Total Estimated Cost	\$159,522.00

Request for Reduction of Securities

Mike Kachur on behalf of Benninger Holdings Inc. has requested a reduction in the securities held for works completed to date.

Securities

The Township's consulting Engineers and the Developer's Engineers have provided the appropriate reviews (Schedules B and C). The Township's Engineer recommends a reduction in the securities held by \$27,713.25.

FINANCIAL IMPLICATIONS

Upon approval by Council, staff will issue a cheque in the amount of \$27,713.26.

Applicable Legislation and Requirements

Planning Act, R.S.O. 1990, as amended
Condominium Agreement

Attachments

Schedule A - Aerial of lands

Schedule B – Cost Estimate to Complete Remaining Site Work prepared by Braun

Consulting Engineers dated December 8, 2015 – Engineer for the Developer

Schedule C – Correspondence from GM BluePlan dated January 6, 2016, Township's
Engineer regarding Request for Reduction in Securities Letter of Credit - \$99,500.00

Schedule A – Aerial of Lands



M. Kachur - Mini Lakes - Phase 3

Remaining Site Work - Construction Cost Estimate

M. Kachur**Mini Lakes****Cost Estimate to complete remaining site work**

	Item	Quantity	Unit	Unit Cost	Total
1	Reshape / fine grade Granular A	2550	m ²	\$3.10	\$7,905
2	Adjust manholes	6	each	\$450.00	\$2,700
3	Adjust valve boxes	5	each	\$190.00	\$950
4	Asphalt at 80mm min thickness	2550	m ²	\$23.50	\$59,925
5	Electrical system – by Hydro One	0	Lump Sum	\$43,000	\$0
6	Contingency allowance:	1	Lump Sum	\$3,574	\$3,574
7	Rear yard storm drains [allowance]:	1	Lump Sum	\$13,000	\$13,000
	Sub-total:				\$88,054
8	Engineering allocation [6% of sub-total]:				\$5,283
	Sub-total:				\$93,337
	Including engineering allocation				
9	HST:				\$12,134
	Total Estimated Construction Cost of work to be completed:				\$105,471

	Item complete indicated by grey tone			
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Updated:

08-Dec-15

Braun Consulting Engineers Ltd.



PEOPLE | ENGINEERING | ENVIRONMENTS

January 6, 2016
Our File: 111006-2

Karen Landry
Township of Puslinch
RR 3, 7404 Wellington Road 34
Guelph, ON N1H 6H9

Re: Mini Lakes Residential Community Phase 3
Request for Reduction in Securities Amount

Dear Ms. Landry,

As per the instructions of the Township, we have reviewed the request for reduction in securities by Mike Kachur for the Mini Lakes Residential Community Phase 3 development

We are able to recommend a reduction of \$27,713.25 to the letter of credit lodged with the Township as per the following breakdown:

	Original Construction Estimate/Security Amount (Including HST)	<u>\$159,552.00</u>
	Total Estimated Construction Cost of Work to be Completed: (Including HST) (As per Braun Consulting Engineers Estimate dated 2015-12-08)	\$105,471.00
Add	0.25 Cost Multiplier as Per Clause 15 of the Condo Development Agreement	<u>\$26,367.75</u>
Less	Total Remaining Securities Amount	<u>\$131,838.75</u>
	Total Reduction in Securities Amount (Including HST)	<u>\$27,713.25</u>

We trust that our report has been of assistance and is respectfully submitted for your consideration.

Yours truly,

GM BLUEPLAN ENGINEERING LIMITED

Per:

A handwritten signature in blue ink, appearing to read 'Steve Conway', is written over a light blue horizontal line.

Steve Conway, C.E.T., rcsi
Senior Project Manager, Partner

SC/mh



PLANNING REPORT for the TOWNSHIP OF PUSLINCH

Prepared by the County of Wellington Planning and Development Department

DATE: January 11, 2016
TO: Kelly Patzer, Development Coordinator
Township of Puslinch
FROM: Sarah Wilhelm, Senior Planner
County of Wellington
SUBJECT: **SECOND REVIEW D14/FRO (Frosch)**
Zoning By-law Amendment
6525 Concession 1 (Part Lots 1, 2 & 3, Gore Concession), Puslinch

SUMMARY

This zoning by-law amendment is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan and the County Official Plan. There were no public or agency concerns raised during the circulation or at the public meeting. The application would satisfy a condition of severance B32/15.

The amending by-law has been structured so that it is clear about where the existing barn is located on the property and flexible in allowing future livestock facilities on the balance of the farm. If the amending by-law is approved by Council, notification should be provided in accordance with the Planning Act.

Thank you for your request to prepare a Draft Amending By-law for the above-noted application. In our comments of October 1, 2015 we provided a policy review for Council's consideration. This report offers our planning opinion and draft amending by-law.

PROPOSAL

The purpose of the proposed zoning by-law amendment is to rezone the property to achieve Minimum Distance Separation (MDS I) compliance from an existing vacant bank barn to a new residential lot. The new lot will be occupied by an existing dwelling previously used for farm help. By separating this second dwelling from the farm, a farm help house which is no longer needed on the farm will be brought into conformity with the zoning by-law.

CONSULTATION

A public meeting was held on October 21, 2015. Only one member of the public spoke and was in support of the proposed zoning by-law amendment. There were no agency concerns. In an e-mail of December 11, 2015 the Township's Chief Building Official indicated that he no longer has concerns with the application. In a letter of December 7, 2015, the applicant's agent (Jeff Buisman) has attempted to address the concerns raised by Council at the public meeting.

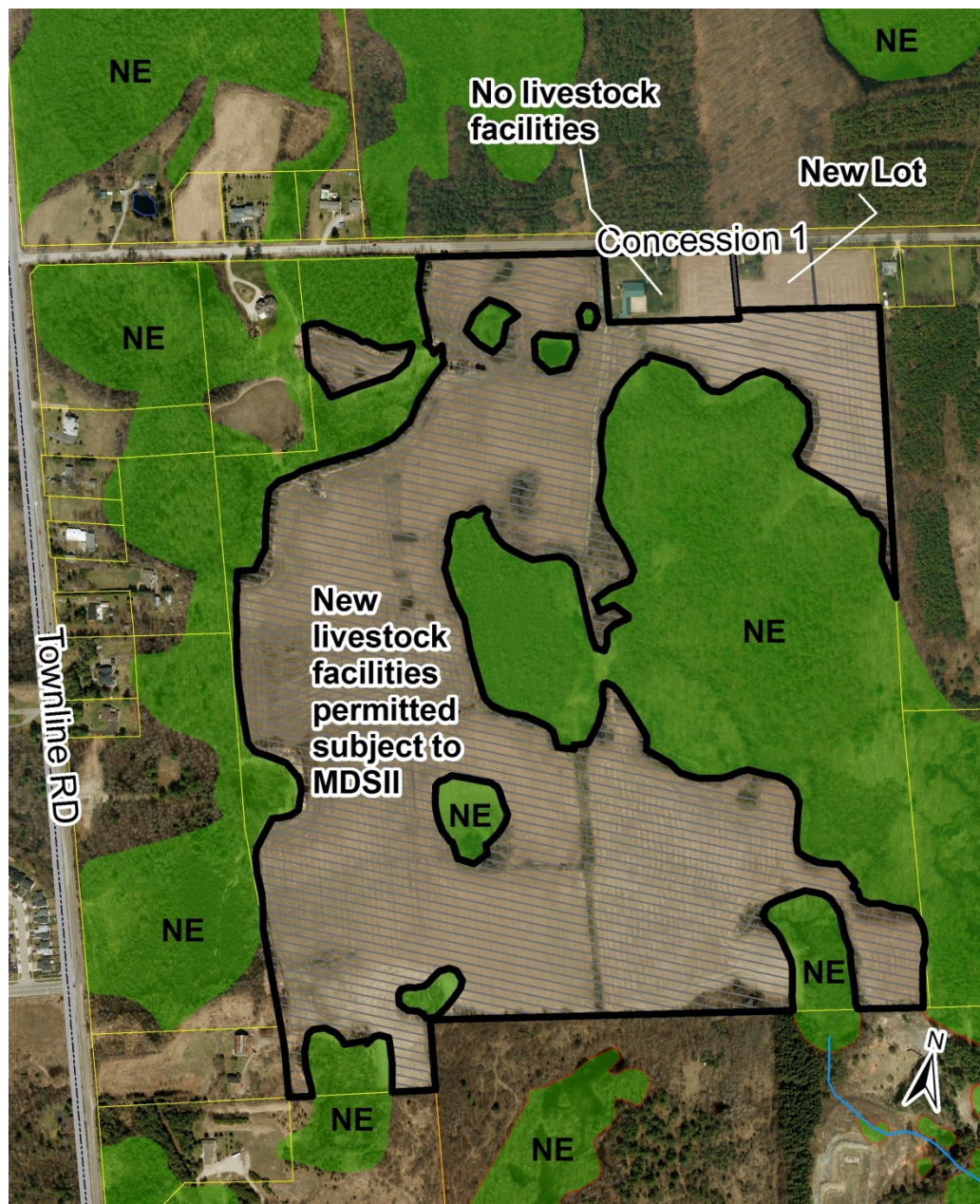
DISCUSSION

Questions have been raised about whether a zoning by-law amendment is the best way to address Minimum Distance Separation I (MDS I) requirements. In the past, demolition of the barn has been required, and later, change of use permit. While a warning clause was suggested, we agree with Mr. Buisman's response that a restriction cannot be registered on title. Our comments regarding the rezoning approach follow in the next section.

Rezoning

Rezoning has been used across the County in recent years for this type of MDS issue. We have consulted Carol Neumann of OMAFRA who reconfirmed rezoning as an appropriate approach. As stated in our earlier report on this matter, as part of the provincial update of the Minimum Distance Separation Implementation Guidelines the guidelines are proposed to more specifically provide for MDS I setback exemption when “the lot on which the unoccupied livestock barn is located is rezoned to preclude a livestock facility as a permitted use.” In our opinion, rezoning is the best mechanism to address MDS I compliance for this severance application because it carries with the land, allows for an agricultural building with heritage value to be retained and is consistent with direction from OMAFRA.

Figure 1 Proposed Approach to Rezoning



We would also like to address two technical aspects of the rezoning:

- clarity of the amending by-law for future enforcement and interpretation, and
- flexibility of the amending by-law for future agricultural operations.

We have considered Township staff concerns about our previous approach to rezoning in this situation, which has been to rezone the barn to prohibit livestock. To make things more clear, we would suggest:

- a site specific provision to prohibit a livestock facility on the portion of the property where the barn is situated and including lands between the barn and the limit of the new residential lot

In this case, the “livestock facility” definition in the MDS Implementation Guidelines would apply

We are also aware of Council and PDAC concerns about the need to preserve flexibility for future agricultural operations on the balance of the farm. We considered the potential of zoning the MDS I arc, but due to the variability of MDS distances and possible changes to the formulae in the works, we would suggest:

- a site specific provision on the balance of the farm (with the exception of NE Zoned areas) to make it clear that Minimum Distance Separation II (MDS II) shall apply to livestock facilities

This provision would make it clear that livestock facilities may be considered on the rest of the farm provided that MDS II requirements are met.

PLANNING OPINION

In our opinion, the proposed rezoning of the subject land to achieve MDS I compliance from an existing vacant bank barn is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan and the County Official Plan. This rezoning would satisfy a condition of severance B32/15, which was provisionally approved by the County Land Division Committee. Conditions must be fulfilled by June 17, 2016.

NEXT STEPS

If the amending by-law is approved by Council, notification should be provided in accordance with the Planning Act.

Respectfully submitted

County of Wellington Planning and Development Department

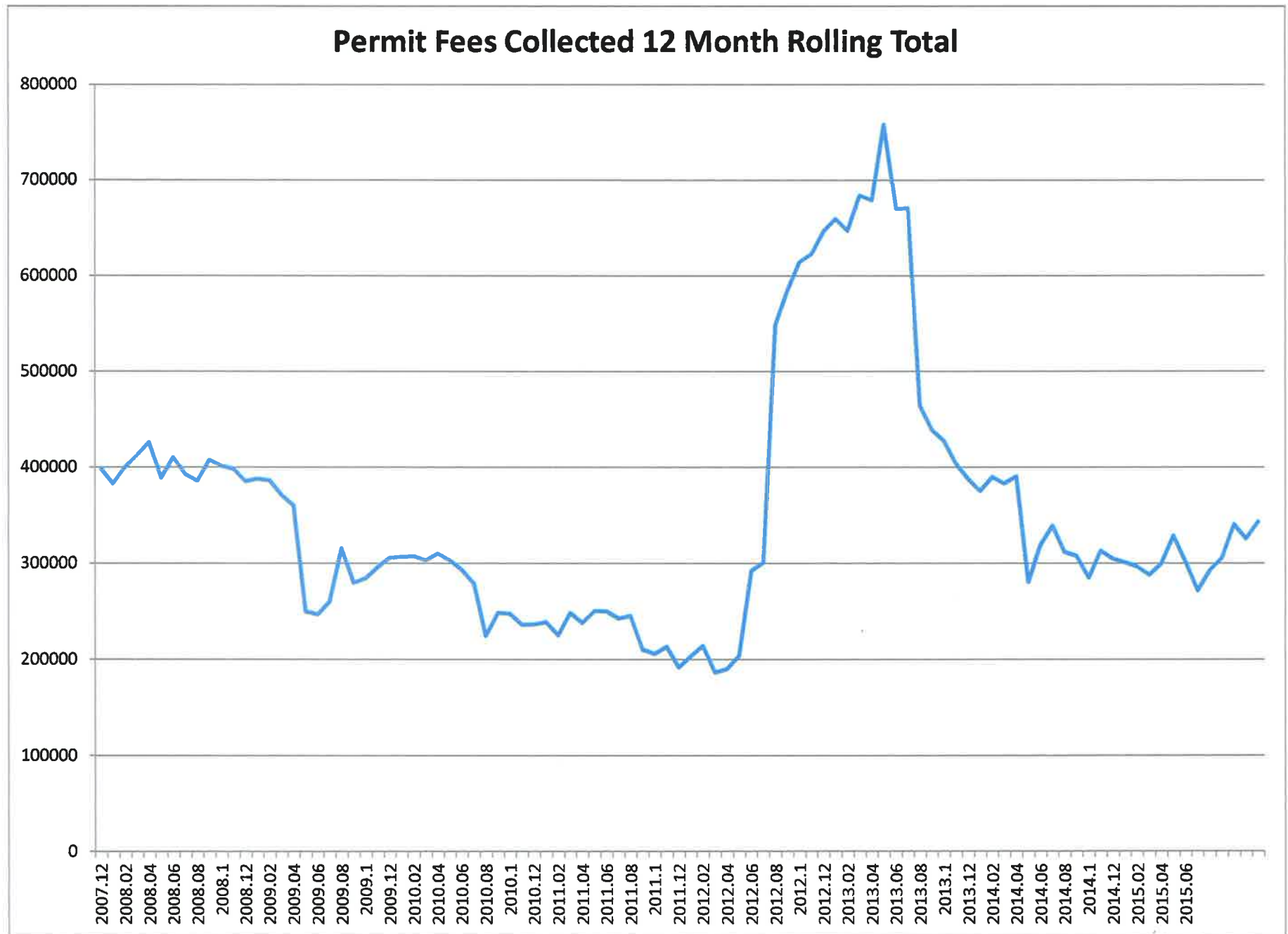


Sarah Wilhelm, BES, MCIP, RPP
Senior Planner

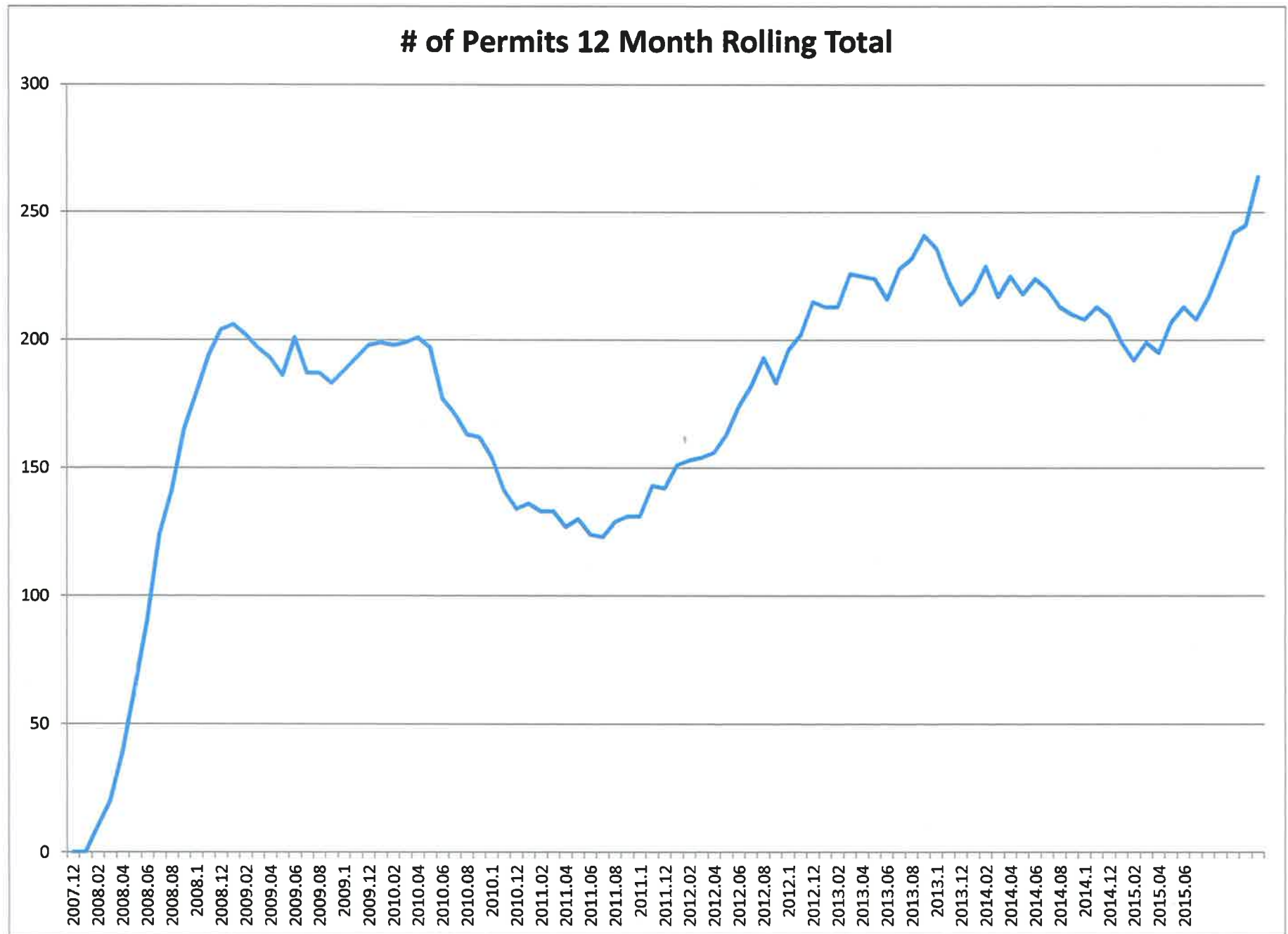
2015 BUILDING REPORT

2015 BUILDING REPORT						
	VALUE OF CONSTRUCTION		PERMIT FEES COLLECTED		%	PERMITS
	2014	2015	2014	2015	CHANGE	ISSUED
January	\$1,527,500.00	\$1,355,000.00	\$17,727.00	\$13,967.00	89%	7
February	\$1,574,900.00	\$1,069,000.00	\$16,728.10	\$12,381.00	68%	7
March	\$2,755,000.00	\$2,436,000.00	\$31,787.85	\$23,235.95	88%	15
April	\$1,645,500.00	\$2,188,000.00	\$20,197.10	\$31,680.20	133%	16
May	\$791,700.00	\$2,681,000.00	\$10,088.50	\$39,250.30	339%	28
June	\$5,932,650.00	\$3,020,000.00	\$59,978.50	\$33,113.00	51%	30
July	\$3,931,397.00	\$1,416,000.00	\$54,792.00	\$24,362.00	36%	24
August	\$2,079,000.00	\$5,241,000.00	\$25,380.00	\$46,974.60	252%	32
September	\$1,738,000.00	\$2,512,000.00	\$16,321.40	\$28,795.00	145%	29
October	\$825,000.00	\$4,836,000.00	\$13,068.00	\$47,878.90	586%	30
November	\$1,924,700.00	\$2,357,000.00	\$35,637.00	\$20,878.00	122%	20
December	\$82,500.00	\$2,717,300.00	\$2,958.00	\$20,672.60	3294%	26
TOTALS TO DATE		\$31,828,300.00		\$343,188.55		264
2014 COMPARISON		\$24,807,847.00		\$304,663.45		209
Total % CHANGE		128%		113%		126%

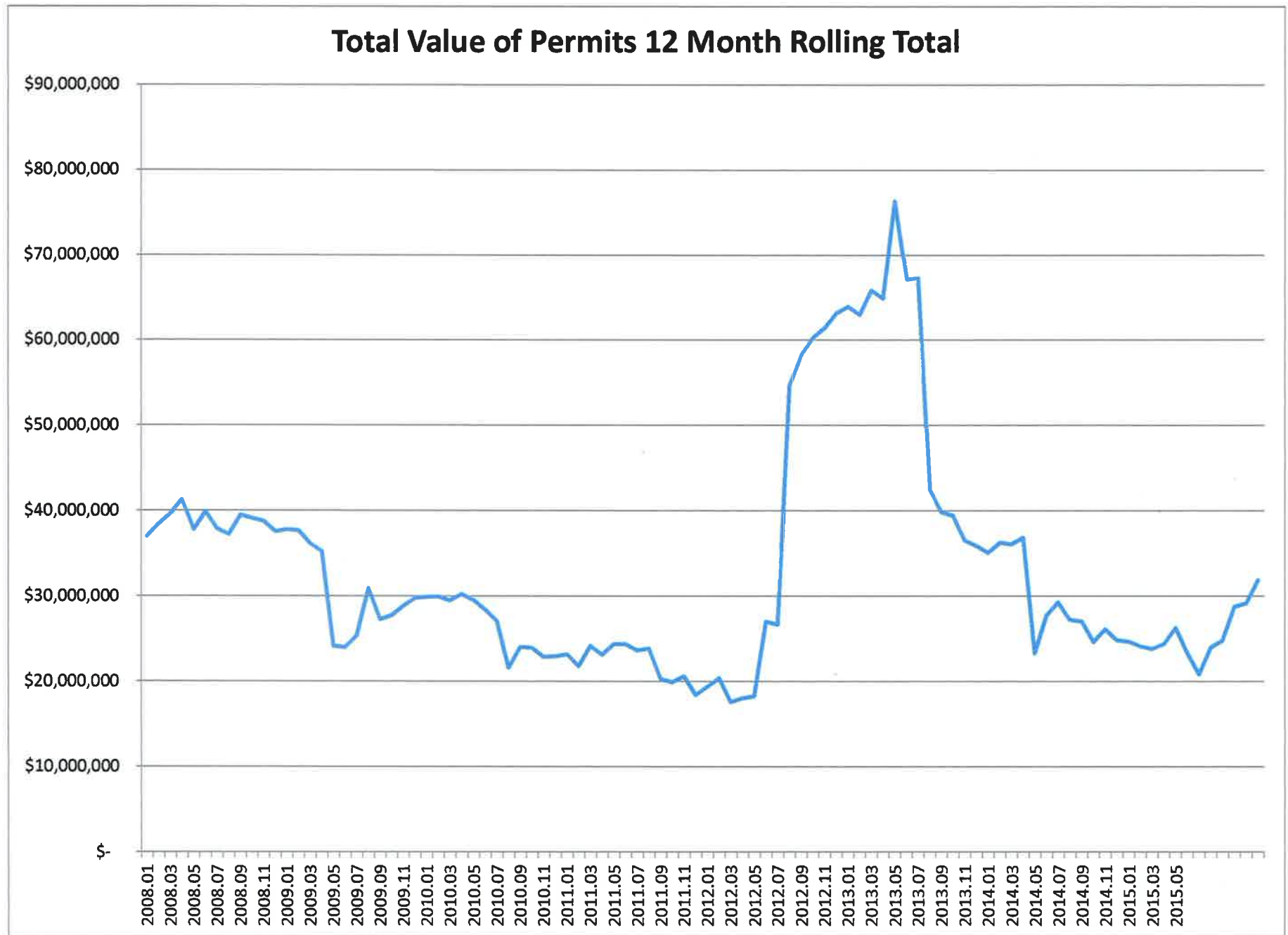
Note: The Graphs Below only Include Septic Permits in 2012 and beyond



Note: The Graphs Below only Include Septic Permits in 2012 and beyond



Note: The Graphs Below only Include Septic Permits in 2012 and beyond





Committee of Adjustment Meeting
December 8, 2015
7:00 pm
Council Chambers, Aberfoyle

MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Councilor Ken Roth
Dennis O'Connor
Dianne Paron
Robin Wayne

OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Sarah Wilhelm – County of Wellington
Nancy Shoemaker

1. OPENING REMARKS

- The meeting was called to order at 7:00 pm. The Chair welcomed the gallery to the Committee of Adjustment meeting and informed the gallery there were no applications for this meeting.

2. DISCLOSURE OF PECUNIARY INTEREST

- Dianne Paron declared pecuniary interest regarding the minutes of the November 10, 2015 meeting.

3. APPROVAL OF MINUTES

Moved by Robin Wayne, Seconded by Dennis O'Connor,

- That the minutes of the Committee of Adjustment meeting held Tuesday November 3rd, 2015 be adopted.

CARRIED

Moved by Ken Roth, Seconded by Robin Wayne.

- That the minutes of the Committee of Adjustment meeting held Tuesday November 10th, 2015 be adopted.

CARRIED

4. COMMITTEE OF ADJUSTMENT – Applications for Minor Variance

- None

5. ADJOURNMENT

- The Committee of Adjustment meeting adjourned at 7:01 p.m.



MINUTES

MEMBERS PRESENT:

John Sepulis, Chair
Councillor Ken Roth
Dennis O'Connor
Dianne Paron
Robin Wayne

OTHERS IN ATTENDANCE:

Kelly Patzer – Development Coordinator
Sarah Wilhelm – County of Wellington
Nancy Shoemaker, BSRD
Jeff Buisman, Van Harten Surveying
Anna Vera

1. - 5. COMMITTEE OF ADJUSTMENT

- See December 8, 2015 Committee of Adjustment Minutes

DEVELOPMENT APPLICATIONS

6. OPENING REMARKS

- The Chair advised the gallery that the following portion of the Committee meeting will be reviewing and commenting on planning development applications.

7. DISCLOSURE OF PECUNIARY INTEREST

- None

8. APPROVAL OF MINUTES

- Moved by Ken Roth, Seconded by Dennis O'Connor
- That the minutes of the Tuesday November 3rd, 2015 Planning & Development Advisory Committee Meeting are hereby adopted.

CARRIED

9. APPLICATIONS FOR SITE PLAN URBAN DESIGN REVIEW

- None

10. ZONING BY-LAW AMENDMENTS

10(a) Zoning Amendment Application D14/COL - Brad Coles, Part Lot 8, Concession 2, municipally known as 6691 Ellis Road.

Proposed site specific zoning amendment to permit the construction and operation of a small scale commercial Label making business.

The owner currently operates a home occupation for the same business on his property and was granted a minor variance in 2006 to permit having three off-site employees for the home occupation. He is proposing to rezone a portion of the property and sever it, to build a new building for the business to make it stand-alone from his residential property (Agricultural Zone). It is to remain a small scale commercial operation.

- Brad Coles, owner of the property and business, stated he currently operates his label making business from his house and shop on the property. He has recently acquired a small business in Cambridge with new equipment and 2 new employees and wishes to make the business stand-alone from his residential property.

- Dianne Paron asked if the minor variance would still apply on the retained lands.
- Ken Roth indicated he would not be supportive of removing the home occupation use, but noted there is the provision to have three off-site employees on the property.
- Brad Coles noted the existing shop would be for his own personal use and not be used for his business anymore.
- Sarah Wilhelm indicated that the rezoning could possibly address the issue.
- Robin Wayne asked if the severed parcel would have a dwelling
- Sarah Wilhelm noted the application is requesting the main use of the property to be the commercial business

Moved by Dianne Paron, Seconded by Ken Roth that the following comments be received by staff for Zoning Amendment file D14/COL:

- Note that the Minor Variance for the additional employees on the retained parcel would no longer be required.
- PDAC supports the rezoning application.

CARRIED

10(b) Zoning Amendment Application D14/TSO – Tsounis Capital Investments Ltd., Part Lot 16, Plan 119, municipally known as 40 Brock Road S.

Proposed amendment of the Hamlet Residential (HR) Zone to a Specialized Hamlet Commercial (C1-_) Zone to permit a personal service (esthetics) establishment including accessory retail sales.

- Nancy Tsounis, owner of the property, indicated that she purchased the property to operate a spa from the house that would provide services such as skincare, facials, massages, manicures and pedicures. Minimal renovations would need to be completed on the interior or exterior of the house.
- Robin Wayne inquired if the house was wheelchair accessible and noted that all commercial buildings are required to be fully accessible by the year 2025.
- Robin Wayne noted fencing is a requirement between commercial and residential properties and asked how many employees would be working for the business.
- Nancy Tsounis indicated there would be fencing between the properties and stated there would be 2-3 employees, with 1 or 2 customers attending at a time.
- Robin Wayne responded that there would not be adequate parking based on the plan shown and the amount of employees proposed.
- Nancy Tsounis indicated that the deck may need to be removed to provide more parking.
- Ken Roth remarked that the parking and buffer requirements in the zoning by-law for the proposed commercial use would need to be determined.
- Sarah Wilhelm indicated that a proposed reduction in parking and landscape buffer would require a minor variance.
- Dianne Paron asked how there would be only one customer at a time but 3 employees?
- Nancy Tsounis indicated one employee would be working in the office as an assistant answering phones and maintaining the building.

Moved by Dianne Paron, Seconded by Dennis O'Connor that the following comments be received by staff for Zoning Amendment file D14/TSO:

- Note that commercial businesses will be required to be fully assessable by 2015
- Variances may be required to have the property conform to the zoning by-law for a commercial use.
- PDAC supports the rezoning application.

CARRIED

11. LAND DIVISION

11(a) Severance Application B103/15 (D10/BEN) – Albert & Doris Bennett, Part Lot 16, Concession 9, municipally known as 7635 Maltby Road.

Proposed severance is 95 m frontage x 90.82 m = 0.8627 hectares, vacant land for

proposed rural residential use

Retained parcel is 28.06 hectares with 515.79 m frontage on Maltby Road and 405.2 m frontage on Victoria Road S, existing and proposed rural residential and agricultural use with existing dwelling, 2 drive sheds, a market garden and a chicken coop.

Moved by Dennis O'Connor, Seconded by Robin Wayne that the following comments are forwarded to the County of Wellington Land Division Committee:

- No comment

CARRIED

11(b) Lot Line Adjustment Application B108/15 (D10/SUG) – Sugarlips Candy Company Ltd. c/o Juliet Wyk, Concession 2, Part Lot 5, municipally known as 30 Lake Road.

Proposed lot line adjustment is 503 square metres with no frontage, vacant land to be added to abutting residential lot

Retained parcel is 1049.6 square metres with 12.192 m frontage, existing vacant residential lot.

Moved by Ken Roth, Seconded by Dianne Paron that the following comments be forwarded to the County of Wellington Land Division Committee:

- Note that a Minor Variance would be required for the retained parcel.
- Note that #29 stated there was an attachment without one being provided.
- No comments.

CARRIED

11(c) Severance Application B112/15 (D10/BAT) – James & Christine Bates, Part Lot 6, East of Blind Line, Registered Plan 131, municipally known as 211 Carter Road.

Proposed severance is 80m frontage x 248m = 2 hectares, existing forest and reforested trees for proposed rural residential and organic farming.

Retained parcel is 7.3 hectares with 284m frontage, existing and proposed rural residential and forest with existing dwelling.

- Jeff Buisman noted the proposed severance is a 2 hectare parcel that the owner's nephew will be purchasing to build a house and have an organic farm for maple syrup and mushrooms, with some small animals including goats. There is an adjacent barn that does not appear to have MDS issues.
- Dianne Paron stated that is a unique use of the land.
- John Sepulis inquired if raising goats triggers any MDS issue and noted #31-33 of the application were not completed.
- Sarah Wilhelm responded that it is still a residential lot with agricultural zoning and all zoning policies would apply, including maximum permitted livestock units.

Moved by Robin Wayne, Seconded by Dennis O'Connor that the following comments be forwarded to the County of Wellington Land Division Committee:

- No Comments

CARRIED

11(d) Severance (Easement) Application B114/15 (D10/WIL) – Jay Wilson, Part Lot 6, Concession 5, municipally known as 4783 Wellington Rd 32.

Proposed easement is 485 square metres with 2m frontage in favour of the retained lands for existing hydro lines.

- Jeff Buisman noted the hydro easement would be in favour of the retained lands.
- Robin Wayne indicated that the severance is creating a flag shaped lot and inquired if a minor variance would be required.

- Jeff Buisman replied that a variance would be required for the frontage of the retained parcel
- Ken Roth noted the easement could limit the use of the parcel for a future property owner.
- John Sepulis inquired if the hydro could be relocated to not encumber the proposed parcel.
- Jeff Buisman noted the person who purchases the property may not deem it a negative feature and estimates the cost of relocating hydro can range from \$10,000 - \$40,000 depending on a number of factors.
- Dianne Paron asked if the owner could put in new poles and remove the easement.
- Jeff Buisman remarked it could be done but is not desirable by the owner.

Moved by Robin Wayne, Seconded by Dennis O'Connor that the following comments be forwarded to the County of Wellington Land Division Committee:

- Committee does not support easement

CARRIED

11(e) Severance Application B115/15 (D10/WIL) – Jay Wilson, Part Lot 6, Concession 5, municipally known as 4783 Wellington Rd 32.

Proposed severance is 49m frontage x 80m = 0.4 hectares, vacant land for proposed rural residential use, together with proposed easement for existing hydro lines (B114/15).

Retained parcel is 4.2 hectares with 27m frontage, existing and proposed rural residential with existing dwelling and shed.

Moved by Ken Roth, Seconded by Robin Wayne that the following comments be forwarded to the County of Wellington Land Division Committee:

- Parcel should not be encumbered by the hydro easement
- Minor Variance is required for reduced frontage on retained parcel.

CARRIED

11(f) Severance (Easement) Application B116/15 (D10/VER) – Anna & Javier Vera, Part Lot 18, Concession 4, municipally known as 6964 Concession 4.

Proposed easement is 400 square metres with 6m frontage in favour of the retained lands for existing hydro lines.

- Jeff Buisman remarked extensive work has been completed on the wetland boundary and the grand river Conservation Authority together with the EIS consultant deemed the location of the parcel and dwelling. The EIS consultant did not want the driveway to go to the rear of the property as well. The septic that is shown in the sketch does not need to be within the easement and can be relocated and the location of the hydro line is not an ominous encroachment.
- Dennis O'Connor asked who maintains the trees to provide clearance in the easement
- Anna Vera, owner of the property, stated she is giving the parcel to her daughter to build a house on and the proposed development is closer to the road to protect the trees on the property. There are solar panels on her house and the hydro easement accommodates a solar connection that brings power back to the grid.
- John Sepulis noted to be consistent when severing land, it should be done with the least amount of encumbrances. The Hydro line could follow the existing driveway.
- Ken Roth remarked that when severing a lot there shouldn't be easements in favour of a retained lot when there are remedies that can be completed to avoid an easement

Moved by Ken Roth, Seconded by Dianne Paron that the following comments be forwarded to the County of Wellington Land Division Committee:

- Committee does not support easement

CARRIED

11(g) Severance (Easement) Application B117/15 (D10/VER) – Anna & Javier Vera,
Part Lot 18, Concession 4, municipally known as 6964 Concession 4.

Proposed severance is 0.41 hectares with 76m frontage, existing forest and bush for proposed rural residential use, together with proposed easement to benefit retained lands for existing hydro lines (B116/15).

Retained parcel is 7.2 hectares with 29m frontage, existing and proposed rural residential and agricultural use with existing dwelling and garage.

Moved by Robin Wayne, Seconded by Ken Roth that the following comments be forwarded to the County of Wellington Land Division Committee:

- Parcel should not be encumbered by the hydro easement; consider adjusting property lines to not include hydro pole in the rear of the property or the easement
- Applicant is amenable to revise the boundaries to not include the easement

CARRIED

12. OTHER MATTERS

- John Sepulis thanked Robin Wayne for her years of service on the Planning Committee.
- John Sepulis requested that decisions of the Land Division Committee be included as attachments on future agendas.

13. CLOSED MEETING

- No matters

14. FUTURE MEETINGS

- Next Regular Meeting Tuesday January 12, 2016 @ 7:00 p.m.

15. ADJOURNMENT

Moved by Dennis O’Conner and Seconded by Ken Roth,

- That the Planning & Development Advisory Committee adjourns at 8:03 p.m.

CARRIED

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO /16

A by-law to provide for an interim tax levy
for 2016 and the collection thereof

WHEREAS pursuant to Section 317 of the Municipal Act, S.O. 2001, c. 25, as amended, the Council of a local municipality, before the adoption of estimates for the year, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes; and

WHEREAS the County of Wellington has not adopted estimates of all sums required by the County of Wellington for the 2016 year, and the 2016 tax rates for school purposes for all property classes have not been finalized; and

WHEREAS Section 317 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides for an interim levy on the assessment of real property in the municipality rateable for local municipality purposes, of a sum not exceeding fifty (50) percent of the total amount of taxes for municipal and school purposes levied on a property for the previous year; and

WHEREAS Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides for the adjustment in the calculation of the taxes for the previous year for the purposes of calculating an interim levy; and

WHEREAS Section 317 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides for an interim levy on the assessment for real property added to the tax roll for the current year that was not on the assessment roll in the previous year; and

WHEREAS The Council of the Corporation of the Township of Puslinch deems it appropriate to provide for such interim levy on the assessment of property in this municipality; and

WHEREAS pursuant to Section 342 of the Municipal Act, S.O. 2001, c. 25, as amended, Council is authorized to pass by-laws providing for the payment of taxes by installments and the date or dates in the year for which the taxes are imposed on which the taxes or installments are due; and

WHEREAS pursuant to Section 345 of the Municipal Act, S.O. 2001, c. 25, as amended, a local municipality is authorized to pass by-laws to impose late payment charges for the non-payment of taxes or any installment by the due date.

NOW THEREFORE the Council of the Corporation of the Township of Puslinch
HEREBY ENACTS AS FOLLOWS:

1. That an amount shall be levied on the assessment as per the 2015 final assessment roll for 2016 taxation purposes equal to 50% of the total amount of taxes for municipal and school purposes levied for the previous year.
2. For the purposes of calculating the amount of total taxes for the year 2015 under Section 1 of this by-law, if any taxes for municipal and school purposes were levied on a property for only part of 2015 because assessment was added to the tax roll during 2015, an amount shall be calculated as equal to the 2015 taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. All taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.
4.
 - (1) The Treasurer shall add a percentage as a penalty for default of payment of the installments in accordance with By-law No. 001/14, as amended;

- (2) The Treasurer shall also add a percentage charge as interest for default of payment of the installments in accordance with By-law No. 001/14, as amended.
5. The levies imposed under Section 1 of this by-law shall be due and payable in two installments as follows:
- (1) The 29th day of February, 2016; and
- (2) The 29th day of April, 2016
6. The Treasurer is hereby authorized to mail every tax notice or cause the same to be mailed to the address of the residence or place of business of each person taxed unless directed otherwise by the taxpayer or agent of the taxpayer, as provided by the Municipal Act, 2001, as amended.
7. The subsequent levy for the year 2016 made under the Municipal Act, 2001, as amended, shall be reduced by the amount raised by the interim levy imposed pursuant to this by-law.
8. The Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such a part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable under the provision of By-law No. 001/14, as amended, in respect of non-payment of any taxes or any class of taxes or of any installment thereof.
9. There may be added to the tax roll all or any arrears of charges, fees, costs or other expenses as may be permitted by Provincial legislation and such arrears of charges, fees, costs or other expenses shall be deemed to be taxes, collected as taxes, or collected in the same manner as municipal taxes, or dealt with in such fashion as may be specifically authorized by applicable statute.
10. Where current realty taxes being levied are paid pursuant to the Township's pre-authorized tax payment plan, such taxes shall be payable in accordance with the pre-authorized tax payment plan and shall, under the terms of that payment plan, be exempt from any penalty incurred pursuant to Section 4 of this by-law, provided that payment is being made pursuant to the terms of the payment plan.
11. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the applicable statutes and bylaws governing the collection of taxes.
12. If any section or portion of this by-law is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the Township that all remaining sections and portions of this by-law continue in force and effect.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF JANUARY 2016.

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
BY-LAW NO. XX/16

A by-law appoint members to the Planning and
Development Advisory Committee - Committee of
Adjustment and amend By-Law 09/15.

WHEREAS Section 44(1) of the *Planning Act*, R.S.O. 1990, c. P. 13, authorizes the Council of a municipality by by-law to constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as Council considers advisable; and

WHEREAS Section 11 (2) of the *Municipal Act*, S.O. 2001, c. 25, authorizes a municipality to pass by-laws respecting the governance structure of the municipality and its local boards;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

- 1. That paragraph 3 of by-law 09/15 be deleted and replaced with the following:
- 3. That the following persons are hereby appointed to the Committee of Adjustment – Planning and Development Advisory Committee:

Dennis O'Connor
Dianne Paron
John Sepulis
Deep Basi
Councillor Ken Roth

- 2. That By-law No. 68/15 is hereby repealed.

READ THREE TIMES AND FINALLY PASSED IN OPEN COUNCIL THIS 20th DAY OF JANUARY, 2016.

Dennis Lever, Mayor

Karen Landry, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XX/16

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held on January 20, 2016.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held January 20, 2016 be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF January, 2016.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk