

## GRAND RIVER CONSERVATION AUTHORITY

### GENERAL MEMBERSHIP MEETING DECEMBER 13, 2013

The following are the minutes of the General Membership Meeting held at 9:30 a.m. on Friday, December 13, 2013 at the Administration Centre, Cambridge, Ontario.

**Members Present:** J. Mitchell, Chair, L. Armstrong, B. Banbury, B. Bell, L. Boyko, J. Brennan, B. Coleman, T. Cowan\*, J. d'Ailly, J. Haalboom, J. Jamieson, R. Kelterborn, M. Laidlaw\*, B. Lee\*, G. Lorentz, C. Millar, F. Morison\*, T. Nevills, V. Prendergast, P. Salter, S. Schmitt, W. Stauch\*, G. Wicke

**Members Regrets:** R. Deutschmann, R. Hillier, J. Ross-Zuj

**Staff:** J. Farwell, K. Murch, D. Bennett, D. Boyd, N. Davy, K. Armstrong, S. Lawson, S. Radoja, D. Schultz, B. Brown, F. Natolochny, S. Wilbur

**Also Present:** T. Jackson, Provincial Director at Large, Ontario Federation of Anglers and Hunters; R. Martin, Cambridge Times, L. Minshall, D. Brock, Grand River Conservation Foundation Chair

#### 1. Call to Order

J. Mitchell, Chair called the meeting to order at 9:35 a.m.

#### 2. Roll Call and Certification of Quorum – 13 members constitute a quorum (1/2 of members appointed by participating municipalities)

The Secretary-Treasurer called the roll and certified a quorum with 18 members present. A total of 23 members attended the meeting.

#### 3. Chair's Remarks

J. Mitchell welcomed members, staff and guests and made the following comments:

- On October 30, 2013 J. Mitchell, J. Farwell K. Murch and K. Armstrong attended Conservation Ontario Council. An insurance industry representative made a presentation on issues related to climate change.
- Staff presented the GRCA 2014 Budget to with The City of Guelph and Region of Waterloo Councils during the past month.

- The Chair requested that members introduce themselves to the new receptionist Holly so that she becomes familiar with board members and indicated that they must identify themselves to the receptionist in order to enter the secure area. She also said a tour of the head office building can be arranged if desired.
- The members were reminded that a Reception will be held in the Chair's office following this meeting.

#### 4. Review of the Agenda

The Chair noted that a delegation, Tony Jackson has asked to speak. There was also a late starter confidential report regarding a land disposition added to the agenda.

Moved by: G. Wicke  
Seconded by: S. Schmitt (carried)

THAT the agenda for the General Membership Meeting of December 13, 2013 be approved as amended.

#### 5. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest made in relation to the matters to be dealt with.

#### 6. Minutes of the Previous Meeting

General Membership Meeting – November 29, 2013.

There were no questions or comments with respect to the minutes of the General Membership Meeting of November 29, 2013.

Moved by: B. Banbury  
Seconded by: L. Armstrong (carried)

THAT the Minutes of the General Membership Meeting of November 29, 2013 be approved as circulated.

#### 7. Business Arising from Previous Minutes

None

#### 8. Hearing of Delegations

- i) Tony Jackson, Provincial Director at Large, Ontario Federation of Anglers and Hunters (OFAH) Re: Trail Access and Restrictions to Hunters

T. Jackson conducted a PowerPoint presentation indicating the following:

\*M. Laidlaw and B. Lee entered the meeting at 9:40am

- Some landowners have denied access.
- Brant County does not regulate the carrying of firearms.
- He read an excerpt from an email indicating MNR supports his request.
- He indicated that he previously supplied mapping of residential properties.

- He does not believe regulation 106 intended to control this use and that staff could issue permits and that they are willing to work with staff to ensure this requirement can be met.
- He asked why access is a GRCA concern since there are many access points and why meeting with Brant County is necessary.
- He believes that signage would reduce complaints.

The Chair requested that an electronic version of the delegate's presentation be provided to GRCA. Staff indicated that the delegate did provide this.

## 9. Presentations

None

## 10. Correspondence

### a) Copies for Members

- 1) Correspondence from the Honourable David Oraziotti, Minister of Natural Resources to Jane Mitchell, Chair, Grand River Conservation Authority dated November 19, 2013 re: Emerald Ash Borer
- 2) Correspondence from the Honourable Kathleen Wynne, Minister of Agriculture and Food to Jane Mitchell, Chair, Grand River Conservation Authority dated November 22, 2013 Re: Grand River Water Management Plan
- 3) Correspondence from Tony Jackson, Provincial Director at Large, Ontario Anglers and Hunters to Chair and Directors of the Grand River Conservation Authority dated December 2, 2013 Re: Signage and Restrictions on Hunters Using the Cambridge to Paris Rail Trail

Moved by: B. Coleman  
Seconded by: L. Armstrong (carried)

THAT correspondence from the Honourable David Oraziotti, Minister of Natural Resources to Jane Mitchell, Chair, Grand River Conservation Authority dated November 19, 2013 re: Emerald Ash Borer, the Honourable Kathleen Wynne, Minister of Agriculture and Food to Jane Mitchell, Chair, Grand River Conservation Authority dated November 22, 2013 Re: Grand River Water Management Plan and Tony Jackson, Provincial Director at Large, Ontario Anglers and Hunters to Chair and Directors of the Grand River Conservation Authority dated December 2, 2013 Re: Signage and Restrictions on Hunters Using the Cambridge to Paris Rail Trail be received as information

## 11. 1<sup>st</sup> and 2<sup>nd</sup> Reading of By-Laws

None

## 12. Presentation of Reports

### a) GM-12-13-140 Financial Summary for the Period Ending November 30, 2013

There were no questions or comments with respect to this report.

**Res. No. 169-13** Moved by: J. Brennan  
Seconded by: P. Salter (carried)

THAT the Financial Summary for the Period Ending November 30, 2013 be approved.

### b) GM-12-13-141 Proposed 2014 Conservation Area User Fees

- J. Jamieson asked about conservation area occupancy rates. D. Bennett indicated that summer weekend rates are high, then summer weekdays next highest and shoulder season can run at 50 to 60 percent. The Conservation Areas do not run at 100% occupancy.
- J. Haalboom asked how the gift cards would be advertised. D. Bennett said GRCA will use the website, posters at parks, mailers, and through the membership program.
- P. Salter asked how the new seasonal passes will work now that the pass will no longer be affixed to a car windshield. D. Bennett indicated that patrons will have to show their card at the gate. Eventually GRCA hopes to have a swipe card and electronic gate system put in place. G. Wicke asked if card could be used by others. D. Bennett indicated that this is a possibility but that he is not overly concerned with misuse at this point in time. D. Bennett indicated that seasonal campers, board and staff will still be issued stickers.
- B. Banbury asked if GRCA will be able to track when and where passes are being used. D. Bennett indicated that not initially, but when a swipe card system introduced this will be possible.
- L. Boyko asked what the 3% seasonal camping rate increase is based on. D. Bennett indicated that it represents the historical annual increased and seasonal campers continue to get good value for this fee, which works out to between \$9 and \$12 per night. L. Boyko asked when seasonals will be notified of increase. D. Bennett stated that letters will be sent out in January.
- J. Haalboom asked how gift cards can be used to purchase books. D. Bennett said that gift cards can only be used at GRCA sites that have RMS terminals.
- G. Lorentz asked which parks are open in the winter. D. Bennett indicated that Pinehurst, Shades Mills, Laurel Creek and Belwood have winter programs.

**Res. No. 170-13** Moved by: B. Coleman  
Seconded by: V. Prendergast (carried)

THAT the proposed 2014 Conservation Areas fees be approved and that the new fee schedule becomes effective January 1, 2014.

**c) GM-12-13-142** Permit, Plan Review, Title Clearance and Inquiry Fee Schedule

- M. Laidlaw asked if any changes to the surcharge (1.5) policy considered. F. Natolochny indicated that just the standard fees were considered.
- J. Haalboom asked if board could be provided in the future with more information regarding how permits are being handled the work commenced prior to a permit being issued.

**Res. No. 171-13** Moved by: L. Boyko  
Seconded by: B. Lee (carried)

THAT the recommended Permit, Plan Review, Title Clearance and Inquiry Fee Schedule be approved, as per the fee schedule (Appendix I to Report GM-12-13-142) effective February 1, 2014.

\* W. Stauch joined the meeting at 9:55am and F. Morison joined the meeting at 10:00am

**d) GM-12-13-143** Cash and Investments Status Report

There were no questions or comments with respect to this report.

**Res. No. 172-13** Moved by: J. Jamieson  
Seconded by: M. Laidlaw (carried)

THAT Report No. GM-12-13-143 – Cash and Investments Status Report as at November 30, 2013 be received as information.

**e) GM-12-13-144** Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations

There were no questions or comments with respect to this report.

**Res. No. 173-13** Moved by: S. Schmitt  
Seconded by: T. Nevills (carried)

THAT Report No. GM-12-13-144 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

**f) GM-12-13-145** Environmental Assessments

There were no questions or comments with respect to this report.

**Res. No. 174-13** Moved by: V. Prendergast  
Seconded by: G. Wicke (carried)

THAT Report No. GM-12-13-145 Environmental Assessments be received as information.

**g) GM-12-13-146** Water Management Plan: Communications and Engagement – 2013-2014

There were no questions or comments with respect to this report.



- B. Coleman stated that hunters will still need to get approval from neighbours to cross their property.
- C. Millar asked about the type of firearms being allowed. D. Bennett indicated the type of firearm has not been addressed. C. Millar suggested controlling the type of firearms to help give some comfort level to neighbours. D. Bennett suggested that controlling types of firearms could be a challenge since they are encased.
- G. Lorentz suggested that GRCA just sign the trails and not be concerned about how the public accesses the trail. GRCA should rely on the clubs to self-enforce and ensure responsible use of the trail, GRCA should only address complaints, and should inform neighbours of our policy. He believes GRCA should allow this activity and does not wish to see this matter come back to the board.
- L. Armstrong agrees that the clubs should self-enforce since they have a good record with managing their affairs and that GRCA should rely on the clubs to carry on responsibly. GRCA should just put up signage and let the clubs deal with the neighbours.
- L. Boyko highlighted that GRCA has 70 KM of trails and that additional requests might come forward to implement similar policies elsewhere.
- L. Boyko asked if GRCA issues a permit to the property or the hunter. D. Bennett said the Provincial Regulations require GRCA to issue a permit to the hunter to carry the firearm.
- M. Laidlaw suggested that no permit should be required, and that signage should be adequate.

**Res. No. 177-13**

Moved by: J. Brennan  
Seconded by: J. d'Ailly (carried)

THAT Report No. GM-12-13-148 – Carrying of Firearms on Rail Trails be received as information.

The Chair reminded the Members that Motion 151-13, referred from October 25, 2013, was now before the Members and asked for questions or comments.

- J. Jamieson asked for clarification regarding what the permit entails. D. Bennett indicated that it would be to carry a firearm on GRCA property.
- J. Haalboom asked about the type of calls that GRCA had received. D. Bennett indicated that they varied and included concerns about hearing firearms, seeing shell casings, seeing bald eagles, seeing deer.
- C. Millar asked if GRCA has discussed this activity with its insurers. K. Murch indicated that since GRCA already allows hunting on several properties, this property would be added to the list and it would not be a problem with respect to insurance.
- L. Armstrong indicated that a permit to carry a firearm in this incidence seems ridiculous since they already have a hunting permit.
- M. Laidlaw agreed that a permit should not be necessary.
- P. Salter agreed that a permit should not be necessary.
- B. Coleman indicated that he could not support the need for a permit.
- V. Prendergast stated that issuing a permit to the location may not be possible under the Provincial Regulations.







**c) GM-12-13-152** Land Disposition – Former Gyurtis Property, 360 Clyde Road, City of Cambridge

- J. Mitchell read the report summary. Residences were often acquired when the Grand River Conservation Authority (GRCA) purchased lands for its various projects. The former Gyurtis Residence, purchased in 1970, was initially used for staff lodging and following that, the house was rented out to residential tenants. Rental of the house was stopped in 2010 due to the high cost of internal renovations required to continue its use as a rental unit. The property was declared surplus by the Board in 2011, and staff commenced with various planning approvals, an appraisal, survey, public notification and listing of the property. An offer to purchase has been received and is recommended for approval. Proceeds received from the sale will be held in a reserve and can be used for specific projects approved by the Ministry of Natural Resources.

**Res. No. 182-13**

Moved by: J. d'Ailly  
Seconded by: J. Haalboom (carried)

IN ORDER TO FURTHER THE OBJECTS OF the Grand River Conservation Authority by raising funds through the disposition of surplus lands,

THEREFORE IT BE RESOLVED THAT the Grand River Conservation Authority sell the lands described as Part of Lot 5, Concession 12 and Part of the unopened road allowance between Concession 11 and Concession 12, in the Geographic Township of North Dumfries, City of Cambridge, Regional Municipality of Waterloo, and more particularly described as Part 4 on Reference Plan 58R-17392, comprised of 0.21 hectares (0.53 acres), to Troy Ursula Stewart and Lori A. Moreau, at the offered price of \$299,000.

**18. Next Meetings**

- i) General Membership Meeting and Election of Officers  
Friday, January 24, 2014  
Auditorium/Boardroom, Administration Centre, Cambridge

**19. Adjourn**

The meeting adjourned at 11:40 a.m.

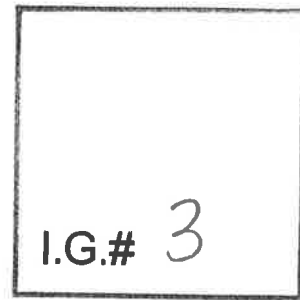
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Chair

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Secretary-Treasurer

# Management of Excess Soil – A Guide for Best Management Practices



Prepared by:

## Ontario Ministry of the Environment

Central Region

Operations Division

January 2014

This guideline is not, and should not be construed as legal advice. A lawyer should be consulted on questions about the application or interpretation of the laws of Ontario as they relate to the matters covered by this guideline.

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## **BACKGROUND**

Soil is an important resource. The protection and conservation of soil in Ontario is a valuable component of maintaining the environment for present and future generations. The Ministry of the Environment (MOE) encourages the beneficial reuse of excess soil in a manner promoting sustainability and the protection of the environment. The best practices described within this document are intended to assist those managing excess soil, particularly when the soil may be affected by contamination, in preventing and mitigating the potential for adverse effects.

### **What is "Excess Soil"?**

For the purpose of this document, "excess soil" is soil that has been excavated, mainly during construction activities, that cannot or will not be reused at the site where the soil was excavated and must be moved off site. In some cases, excess soil may be temporarily stored at another location before the excess soil is brought back to be used for a beneficial reuse at the site where the soil was originally excavated.

For the purpose of this document, "soil" is defined as it is Ontario Regulation 153/04 (Records of Site Condition – Part XV.1 of the Act):

*unconsolidated naturally occurring mineral particles and other naturally occurring material resulting from the natural breakdown of rock or organic matter by physical, chemical or biological processes that are smaller than 2 millimetres in size or that pass the US #10 sieve.*

This document does not apply to materials outside the scope of the above definitions, such as compost, engineered fill products, asphalt, concrete, re-used or recycled aggregate product and/or mine tailings, other products, including soil mixed with debris such as garbage, shingles, painted wood, ashes, or other refuse.

### **Management of Excess Soil**

Excess soil must be managed in a sustainable manner in order to maintain a healthy economy while protecting the environment. Both the Growth Plan for the Greater Golden Horseshoe, under the Places to Grow Act, 2005, and the Provincial Policy Statement under the Planning Act encourage important policy objectives, such as new or renewed infrastructure, intensification of urban areas, and the redevelopment of brownfield sites. These activities often result in the need to manage large quantities of excess soil. Soil conservation and management should be integrated into all aspects of the planning and development process, from the initial concept, through permitting, construction, transportation and reuse of excess soil.

The Environmental Protection Act, R.S.O 1990, c. E.19 (EPA) provides the MOE with the authority to address the discharge of a contaminant into the natural environment that is causing or may cause an "adverse effect", a term that is defined under the EPA. Where environmental concerns are identified at a site, the MOE may assess all activities related to soil management, including those occurring at the excavation site, during transportation or at sites where the soil

is received, and may take appropriate actions within the MOE's legislative mandate. This may include issuing orders arising from actual or potential adverse effects associated with improper soil management.

Those managing excavated soil or excess soil must ensure that the management does not result in the discharge of a contaminant into the natural environment that causes or may cause an adverse effect, and when required, must provide notice of the discharge of the contaminant(s) into the natural environment in accordance with the provisions of the EPA.

If, at any time, the management of excavated soil or excess soil causes an adverse effect, such as odour, litter, dust, noise, or other impacts to the natural environment or water quality, appropriate preventive and remedial actions should immediately be taken to alleviate the adverse effect or impact. Until these issues are addressed, the owner/operator may need to suspend all soil management activities, including soil excavating, transporting or receiving.

## **PURPOSE AND APPLICATION OF THIS DOCUMENT**

### **Activities Covered under these Best Management Practices**

The best management practices in this document provide guidance on how to handle excess soil beginning at the place where the soil is excavated (a "Source Site"), during the transportation of the excess soil, and through to a site where the excess soil can be reused for a beneficial purpose (a "Receiving Site").

This document also includes recommendations for temporary storage of excess soil at an intermediate site, between the Source Site and Receiving Site, where the intermediate site (a "Temporary Storage Soil Site") is owned or leased by the owner/operator of the Source Site or Receiving Site, for temporary storage of the excess soil.

The best management practices are not intended to be applied to small, low-risk construction or maintenance activities that are limited to single-dwelling residential properties, or activities associated with minor municipal road work or sewer/water main construction or repair. However, those involved in these smaller-scale projects and smaller-scale soil management activities are encouraged to consider whether the best practices may be useful, and to consult with any applicable approval authorities and Receiving Site owners/operators on reuse or disposal options before moving excess soil from a Source Site to a Receiving Site or Temporary Soil Storage Site.

### **This Document and Applicable Law**

All those who create, manage, transport, receive or store excess soil are responsible for ensuring that the excess soil is managed in an environmentally sound manner. They must also meet all applicable legal requirements, including current provincial and federal regulatory requirements, such as: site alteration, noise and traffic by-laws and permitting regimes established by municipalities and Conservation Authorities; the soil management provisions in Ontario Regulation 153/04 that relate to the submission and filing of a Record of Site Condition;



and, when excavated soil and other excavated materials are being managed as a waste, the EPA and waste regulations.

These best management practices are intended to complement legal requirements; they are not themselves legal requirements or approvals and must not be taken to be, and they are subject to and do not replace legislation or legally binding documents of other kinds. Those who create, manage, transport, receive or store excess soil must be familiar with and remain responsible for complying with all applicable legislation and other legal requirements.

The best management practices are intended to provide general concepts which may be used to address the general management of excess soil for beneficial reuse purposes. Municipalities and Conservation Authorities are encouraged to consider the concepts set out in these best management practices when issuing permits or approvals, or establishing by-laws or policies for the management of excess soil, and make use of them as appropriate for the specific context. In this respect, where legally enforceable instruments seek to include or adopt the concepts in these best management practices, care should be taken to adapt the language in this document to make it appropriate for legally binding regulatory instruments and the particular requirements of the specific instrument.

## **BENEFICIAL REUSE AND MANAGEMENT OPTIONS**

All stakeholders should look for opportunities to minimize the amount of soil to be excavated during construction projects. When soil does need to be excavated, the MOE encourages the reuse of the excavated soil at the site where it is excavated, to limit the amount of excess soil that requires management off site. The MOE encourages use of the excess soil for a beneficial purpose, provided that the use complies with applicable legislation and where the use does not have a potential to cause an adverse effect within the meaning of the EPA, or impair water quality under the Ontario Water Resources Act, R.S.O. 1990, c. O.40 (OWRA).

The MOE also promotes the reuse of excavated soil from civil construction projects at the site where the soil is excavated, or reuse of excess soil at other similar civil construction projects. The owners or developers of sites undergoing development activities that require soil for specific uses, such as the construction of berms or new roads, are encouraged to consider importing excess soil for this use. Reusing excess soil limits the need to import soil from natural or virgin sources, and may reduce the transportation distances associated with soil importation.

### **Management Options for Excavated Soil**

There are several management options for soil excavated during construction that should be evaluated on a site by site basis. In all cases, the excavated soil or excess should be appropriate for its intended reuse. Some examples include:

#### **On site**

- direct reuse of the excavated soil at the excavation site; and

- treating or processing excavated soil and reusing the soil at the excavation site, in accordance with the terms and conditions of an Environmental Compliance Approval (ECA) where required.

### **Off Site**

- reusing excess soil at a construction or development site where imported soil is required for purposes such as site alteration, filling in depressions/excavations, or re-grading;
- managing excess soil at an MOE-approved soil recycling, processing or treatment facility, in accordance with the terms and conditions of the ECA;
- reusing excess soil at a commercial site where soil is purchased to be reused at the site for a beneficial purpose, often referred to as a commercial fill site; and
- transporting excess soil to a MOE-approved waste disposal site for use as daily cover (as appropriate) or for final disposal in accordance with the terms and conditions of the ECA.

Both on-site and off-site management options for excavated soil may require temporary storage at another location prior to the soil being used for a beneficial reuse purpose.

## **Soil Treatment and Environmental Compliance Approvals**

While soil can be reused in many instances, it is important to note that, when soils are affected by contamination to the point where they cannot be directly reused at the site where they were excavated or at a Receiving Site, treatment and processing options may be available to reduce the concentrations of contaminants. Soil treatment or processing facilities are not the subject matter of this document. The establishment and operation of soil treatment or processing facilities is subject to ECA requirements under the EPA.

Facilities that receive soil for storage prior to transportation to an approved soil treatment facility or MOE-approved waste disposal facility may also require an ECA.

## **GENERAL EXCESS SOIL MANAGEMENT CONSIDERATIONS**

### **Qualified Persons**

Those who manage excess soil are encouraged to retain the services of a Qualified Person (QP) within the meaning of section 5 of Ontario Regulation 153/04. QPs are professional geoscientists and professional engineers. A QP who is retained should be someone who can exercise professional judgment based on his or her experience in order to advise on appropriate reuse options for the excavated soil or excess soil, and make these decisions based on appropriate analysis and characterization of the soil. The QP should use a risk-based approach and take into consideration the effects of loading associated with the concentrations of individual contaminants in soil and the impacts on the pre-existing, ambient conditions at the site. This will likely require a QP who is qualified to prepare or supervise a risk assessment, as set out section 6 of Ontario Regulation 153/04. Depending upon the intended beneficial reuse of the excess soil, the QP may need to consult with others to make decisions on the appropriateness of the excess soil for reuse, such as an agronomist if soil is to be used for an agricultural purpose.

## **Soil Quality**

Understanding whether the placement of soil may cause an adverse effect or a degradation of the pre-existing condition of the Receiving Site requires knowledge of the quality of the excess soil from the Source Site and the quality of soil at the Receiving Site.

Excess soil reuse is encouraged where chemical analyses of soil at the Source and Receiving Sites determine that the soil is appropriate to be reused at the Receiving Site. The analyses should be based on the specific conditions at the sites, including the history of the sites, and take into consideration the intended and/or anticipated future land uses of the Receiving Site. Soil placement should not degrade the existing conditions at a Receiving Site; for example, a new contaminant should not be introduced to the Receiving Site and the concentration of an existing contaminant should not be increased at the Receiving Site. When determining if excess soil is appropriate for a Receiving Site, consideration should also be given to the physical characteristics of the excess soil, including soil type and geotechnical suitability.

Professional expertise and judgment will be necessary to inform the assessment and the extent of testing to be undertaken including a reasonable identification of potential contaminants based reviewing the history and conditions of the sites.

Mixture and dilution of contaminated soils to reduce the concentrations of contaminants should not be undertaken.

Ontario Regulation 153/04 sets out soil standards which apply when a Record of Site Condition (RSC) is being submitted for filing. These soil standards are not intended to address overall soil management activities. Additional information on the use and application of these standards can be found later in this document within the section entitled, "Ontario Regulation 153/04 and the Soil and Ground Water Standards".

## **Laboratory Analysis and Analytical Procedures**

It is recommended that soil analyses be undertaken by a laboratory with an internationally recognized accreditation body [e.g. Standards Council of Canada (SCC) or Canadian Association for Laboratory Accreditation (CALA)] and in accordance with the International Standard ISO/IEC 17025 – General Requirements for the Competence of Testing and Calibration Laboratories. It is recommended that analytical procedures should be conducted as outlined in section 47 of Ontario Regulation 153/04 and in the *Protocol for Analytical Methods Used in the Assessment of Properties under Part XV.1* of the Environmental Protection Act, July 1, 2011.

## **Considerations for Pits and Quarries**

This document does not apply to aggregate resources that are extracted from pits and quarries. Where it has been determined that a pit or quarry is a suitable location for the large-scale deposit of fill, owners are encouraged to design and implement a Fill Management Plan (as outlined below in these best management practices) to facilitate the transition from pit/quarry operation through to rehabilitation to a future land use. Where appropriate, elements of the Fill

Management Plan may be incorporated into the appropriate regulatory tool, such as an aggregate licence/permit until rehabilitation and surrender are complete, or by municipal or conservation authority permits after rehabilitation.

## **Consultation and Engagement**

Public consultation by the owners/operators of potential Receiving Sites is highly recommended and may be undertaken in conjunction with other public communication activities, such as those required for the purpose of zoning or permitting through municipal by-laws. If undertaken in conjunction with other communication activities, the event should be advertised to include information-sharing specific to the soil management activities.

Early in the process, proactive engagement with First Nations and Métis is recommended for those community partners that may be impacted or interested in the proposed activity.

## **Maintaining Records**

For the purpose of any record-keeping mentioned in this document, it is recommended that records be retained for a minimum of 7 years after the completion of all excess soil management activities or the removal of all excess soil from a Temporary Soil Storage Site.

## **Invasive Species**

Soil management activities can contribute to the introduction and spread of invasive species. Examples of species that can be moved to new areas through the movement of excess soil include European fire ants, Japanese knotweed, Phragmites, Giant hogweed, Garlic mustard and Dog strangling vine. Soil may contain plant parts, seeds, and invertebrates (e.g. European fire ants). Once introduced into a new area, these species can spread rapidly and often cause issues and concerns for landowners, and can have a significant impact on biodiversity. Disturbance and exposure of un-vegetated soil can also contribute to the establishment of invasive plants. Consideration should be given to controlling the introduction and spread of invasive species during all excess soil management activities. Those managing excavated soil may need to mitigate or eradicate invasive species or plant growth resulting from soil management activities.

## **EXCESS SOIL: BEST MANAGEMENT PRACTICES**

The following are the recommended best management practices for excess soil.

### **General**

To effectively manage excess soil, best management practices as outlined below, and as appropriate in individual circumstances, should be adopted by owners/operators of Source Sites, Receiving Sites and Temporary Soil Storage Sites. These best practices are intended to assist in preventing adverse effects. All sites that receive excess soil to be used for a beneficial purpose should be constructed, operated and maintained in a manner that ensures the health and safety

of all persons and prevents adverse effects or impairment of water quality within the meaning of the OWRA.

In addition to these practices, those engaging in the management of excess soil are encouraged to consider applicable industry codes of practice.

## **Transportation**

It is recommended that owners and operators engaged in excess soil management activities have a Traffic and Transportation Management Plan. This plan should address the following considerations where applicable:

- location and configuration of site entrances;
- truck queuing and parking;
- dust control and mud-tracking prevention/truck cleaning; and
- haul routes between Source Sites, Receiving Sites and Temporary Soil Storage Sites.

When preparing a Traffic and Transportation Management Plan those managing excess soil should consult with local upper-tier and lower-tier municipalities regarding appropriate transportation routes.

## **Municipalities and Conservation Authorities**

Municipalities are encouraged to consider all tools available to assist in sustainable excess soil management at the local level.

The Provincial Policy Statement and Provincial Plans, such as the Oak Ridges Moraine Conservation Plan, Niagara Escarpment Plan, Greenbelt Plan and Source Water Protection Plans, contain specific policies related to protection of ground and surface water resources, features and systems, including highly vulnerable aquifer areas, as well as natural heritage features and systems. They also contain policies on site alteration within, and adjacent to, these features and systems, including landform conservation. Municipalities should consider a proactive evaluation of whether there are areas within the municipality which are not suitable for receiving excess soils or certain types of excess soils and build these areas into their municipal management regime, such as site-alteration by-laws.

Municipalities and Conservation Authorities should also consider projects within their areas of jurisdiction where excess soil may be excavated and, where possible, encourage the reuse of excess soil for local projects. Municipalities are further encouraged to undertake initiatives within their jurisdictions and to work with partner agencies, such as Conservation Authorities, to establish and track excess soil creation and identify sites that may require excess soil. A strategic and long-term management plan developed at a municipal level would be beneficial to anticipate soil generation and soil demand projects in order to plan soil reuse opportunities and to help inform future land use planning considerations, including the need for Temporary Soil Storage Sites.

## **Procurement**

When tendering contracts that may include the management or movement of excess soil, municipalities, government ministries and agencies and others who procure services related to excess soil management, should consider incorporating these best management practices as requirements. Procurement documents should specify the need for a Soil Management Plan at a Source Site, and the need to identify the appropriateness of Receiving Site(s) based on a Fill Management Plan. This is recommended to ensure that, before the transportation of excess soil to a Receiving Site or a Temporary Soil Storage Site, the owner and operator of the Source Site is aware of excess soil management considerations and the ultimate destination(s) of the excess soil.

## **Source Sites**

The owner/operator of a Source Site should retain the services of a QP to develop a Soil Management Plan.

The following items should be included in the Soil Management Plan:

- a copy of the detailed sampling and analysis plan for all excavated soil from the Source Site;
- the estimated volume of excess soil to be managed off-site;
- a site plan that identifies all the areas to be excavated, with the estimated volume and soil type and quality of each area, along with a copy of the detailed instructions to on-site contractors identifying the area and depth of soil to be excavated for off-site management; and
- a list of potential Receiving Sites linked to excavated areas of the site plan.

Excess soil should not be transported from a Source Site to a Receiving Site without confirmation that a Fill Management Plan exists for the Receiving Site. For excess soil being transported to a Temporary Soil Storage Site, the Source Site owner/operator should confirm that the Temporary Soil Storage Site is being operated with regard to the best management practices outlined below.

When excess soil is removed from the Source Site and transported to a Receiving Site:

- each load should be accompanied by documentation signed by the Source Site QP that includes appropriate and representative soil analyses from the soil at the Source Site confirming the soil quality is acceptable for the intended Receiving Site in accordance with the Receiving Site's Fill Management Plan;
- the Source Site owner and QP should obtain and keep written documentation from the Receiving Site confirming that the soil was received and the quality and quantity were acceptable in accordance with the Receiving Site's Fill Management Plan.

When excess soil is removed from the Source Site and transported to a Temporary Soil Storage Site:

- each load should be accompanied by documentation signed by the Source Site QP that includes appropriate and representative soil analyses from the soil at the Source Site confirming the soil quality is acceptable for storage at a Temporary Soil Storage Site;
- the Source Site owner and QP should obtain and keep written documentation from the Temporary Soil Storage Site confirming that the soil was received and the quality and quantity were acceptable for an intended reuse at a Receiving Site.

The owner/operator of a Source Site should ensure that all provisions of the Soil Management Plan are carried out.

If requested, the QP at the Source Site should make documentation, including all past environmental site assessment information, available to any proposed Receiving Site.

## **Receiving Sites**

Prior to establishing a proposed Receiving Site, the owners/operators of the proposed Receiving Site should:

- undertake pre-consultation with local municipalities, any applicable Conservation Authorities and any local First Nations and Métis communities;
- undertake public consultation to ensure local community and land owners are aware of the proposal and have an opportunity to comment; and
- ensure the comments received are taken into consideration and are used to inform the final design and operation of the Receiving Site.

The owner/operator of a Receiving Site should retain the services of a QP to undertake an assessment to establish the current site condition of the soil and ground water to ensure the site is appropriate to be used as a Receiving Site. Appropriateness of the site should be based on, and take into consideration soil type and permeability in addition to nearby receptors and features, such as source water protection areas, natural hazard areas, surface water features, natural heritage features, wetlands and their areas of hydrologic influence, and ground water recharge rates, patterns and areas. Consideration should also be given to the future land use for the site, including potential agricultural uses and capacity.

Once the assessment has been undertaken to demonstrate the site is suitable to receive excess soil, the QP should prepare a Fill Management Plan, which outlines the overall condition and operation of the Receiving Site and should include the following:

- procedures to prevent the introduction of invasive plant or animal species;
- copies of any documentation regarding municipal or Conservation Authority licences/permits, provisions of provincial plans which apply to the site, and any requirements of provincial ministries;
- identification of appropriate soil quality and soil types for excess soil to be received at the site as determined by the QP based on site location/sensitivity, anticipated land use, ground water use/sensitivity, pre-existing site conditions or other factors as to ensure that there is no likelihood of adverse effect;
- dust and noise control measures;

- site security measures;
- Traffic and Transportation Management Plan;
- protocol for incoming excess soil specifying:
  - that each incoming load have documentation signed by the Source Site QP that includes appropriate and representative soil analyses confirming the soil quality is acceptable for the Receiving Site;
  - that visual and olfactory inspections will be conducted of all incoming loads to screen for odour, visible staining or debris; and
  - contingency measures for load rejections.
- a record keeping system to create and store written documentation to track each incoming load of excess soil including records of:
  - date and time of arrival of the load to the Receiving Site;
  - name and location of the Source Site;
  - volume of excess soil received;
  - documentation from the Source Site signed by a QP, including soil analytical results;
  - confirmation by the Receiving Site QP acknowledging that the incoming excess soil is acceptable for receipt at the site;
  - rejections of any loads of soil due to visual inspection or review of analytical results; and
  - documentation to the Source Site owner/operator and QP, once excess soil is received, confirming the soil was received and the type, quality and quantity was appropriate.
- clear signage at the site, which identifies a contact name, hours of operation (with reference to local by-laws where appropriate), and daily and after-hours contact telephone numbers;
- stormwater management plan, which includes provisions to prevent ponding and flooding;
- erosion control and run-off controls sufficient to prevent impacts to drainage and sediment discharge to nearby nearby watercourses or stormwater systems, and to ensure materials remain where placed;
- audit sampling protocols consisting of:
  - sampling protocols (designed by a QP) sufficient to produce results that would be representative of the volume of excess soil that is being received from each Source Site; and a
  - contingency plan to identify actions that are to be taken in the event that audit sampling or other information identifies concerns with soil quality from a Source Site.
- soil placement/segregation protocol sufficient to identify where excess soil from each Source Site has been placed, such that it can be assessed if required.

The owner/operator of a Receiving Site should ensure that all provisions of the Fill Management Plan are carried out.

Owners/operators of a Receiving Site may need to provide Financial Assurance, by an order issued by an MOE Regional Director or in another manner by appropriate agencies, including municipalities, before the site begins operating or during operations, to ensure any issues that



may arise with material brought to the Receiving Site can be addressed in a timely and effective manner.

Some of the items listed above may be part of other approval requirements (for example, a site alteration or development permit) and owners/operators must ensure compliance with these legal requirements.

Owners/operators of Receiving Sites should also consider pre-approval of Source Sites based on a protocol determined by the Source Site and Receiving Site QPs.

## **Temporary Soil Storage Sites**

In some cases, to facilitate reuse of excess soil, an owner/operator of a Source Site may need to store the excess soil at an intermediate location before the excess soil can be reused at a Receiving Site.

Temporary Soil Storage Sites are likely to be established on a wide range of sites with site-specific considerations. Those who establish these sites should consult with the local MOE District Office to clarify the appropriate site-specific controls to be implemented to prevent adverse effects. Up-to-date information on how to contact the local MOE District Office can be obtained from the MOE website.

Consideration should be given to whether municipal approvals or permits are required for Temporary Soil Storage Sites. These may include local restrictions for storage site volumes as a permitted use, or stockpile heights.

Generally, temporary soil storage activities should be located outside of areas regulated by Conservation Authorities.

Prior to establishing a Temporary Soil Storage Site, the owner/operator of the proposed site should have documentation confirming that the excess soil will be stored on an interim basis, prior to its direct transportation to identified Receiving Sites where the excess soil will have an intended beneficial reuse.

A Temporary Soil Storage Site should store the excess soil from a Source Site for a specified, pre-determined period. The owner/operator of a Source Site should identify the Receiving Site for any excess soil to be stored at a Temporary Soil Storage Site before the excess soil is moved from the Source Site to the Temporary Soil Storage Site for interim storage prior to reuse.

The MOE expects that all activities at a Temporary Soil Storage Site will be overseen by a QP, and the site will be constructed, operated and maintained in a manner that ensures the health and safety of all persons and prevents adverse effects within the meaning of the EPA or impairment of water quality within the meaning of the OWRA.

Temporary Soil Storage Sites should not be established for a period greater than 2 years. If the excess soil cannot be used at the previously identified Receiving Site within a 2 year period, the owner/operator of the Temporary Soil Storage Site should have a contingency plan for the appropriate off-site disposal or alternative reuse of all soil stored at the Temporary Soil Storage

Site. If soil storage needs to be undertaken for a longer period, there should be consultation with the local MOE District Office. Appropriate MOE action may be taken where it can be concluded that excess soil is not being stored temporarily before reuse at the identified Receiving Site.

All excess soil coming to a Temporary Soil Storage Site should be appropriately characterized by the Source Site QP and appropriate soil type and quality should be determined by the Source Site QP based on the intended reuse at a Receiving Site in accordance with the Receiving Site Fill Management Plan. Mixture and dilution of soil to reduce the concentrations of contaminants at Temporary Soil Storage Sites should not be undertaken.

Operational best management practices for Temporary Soil Storage Sites include:

- having a paved or otherwise impermeable surface;
- covering soil storage piles while not in use;
- limiting stockpile heights based on site location and site specific information, including adherence to local by-laws where applicable;
- conducting site inspections to ensure that the site is operating in accordance with its operational practices and that the storage of excess soil is not causing an adverse effect;
- notifying surrounding land owners to ensure they are aware of the site purpose and activities;
- establishing the following:
  - dust and noise control measures;
  - site security measures;
  - Traffic and Transportation Management Plan;
  - protocol for incoming excess soil specifying:
    - that each incoming load have documentation signed by the Source Site QP that includes appropriate and representative soil analyses confirming the soil quality is acceptable for an intended Receiving Site;
    - that visual and olfactory inspections will be conducted of all incoming loads to screen for odour, visible staining or debris; and
    - contingency measures for load rejections.
- a record keeping system to create and store written documentation that tracks each incoming load of excess soil including written records of:
  - date and time of arrival of the load to the Temporary Soil Storage Site;
  - name and location of the Source Site;
  - volume of excess soil received;
  - documentation from the Source Site signed the QP, including soil analytical results for incoming loads;
  - rejections of any loads of soil due to visual inspection or review of analytical results; and
  - documentation to the Source Site owner/operator and QP, once excess soil is received, confirming the soil was received and the type, quality and quantity was appropriate.

- clear signage at the site, which identifies a contact name, hours of operation (with reference to local by-laws where appropriate), and daily and after-hours contact telephone numbers;
- stormwater management plan, which includes provisions to prevent ponding and flooding;
- erosion control and run-off controls sufficient to prevent impacts to drainage and sediment discharge to nearby nearby watercourse or stormwater systems, and to ensure materials remain where placed;
- soil placement/segregation protocol sufficient to identify where excess soil from each Source Site has been placed, such that it can be assessed if required.

Where Temporary Soil Storage Sites are accepting soil from multiple Source Sites, an audit sampling protocol should also be developed consisting of:

- sampling protocols (designed by a QP) sufficient to produce results that would be representative of the volume of excess soil that is being received from each Source Site; and
- a contingency plan to identify actions that are to be taken in the event that audit sampling or other information identifies concerns with soil quality from a Source Site.

The owner/operator of a Temporary Soil Storage Site should ensure the operational best management practices outlined above are carried out.

Owners/operators of a Temporary Soil Storage Site may need to provide Financial Assurance, by an order issued by an MOE Regional Director or in another manner by appropriate agencies, including municipalities, before the site begins operating or during operations, to ensure any issues that may arise with material brought to the Temporary Soil Storage Site can be addressed in a timely and effective manner.

## **ONTARIO REGULATION 153/04 AND THE SOIL AND GROUND WATER STANDARDS**

Ontario Regulation 153/04 sets out standards for soil, ground water and sediment which apply when a Record of Site Condition (RSC) is submitted to the MOE for filing on the Environmental Site Registry. The generic contaminant standards are set out in, "Soil, Ground Water and Sediment Standards, for Use under Part XV.1 of the Environmental Protection Act" *dated April 15, 2011*, (Standards) and are referred to as Tables 1 through 9. These Standards assume certain conditions at an RSC property as well as an intended property use. The property uses are categorized in Ontario Regulation 153/04.

The Table 1 Standards or "Background" values were developed from the Ontario Typical Range data collection program for soils. The program involved collection of uncontaminated surface soil from around the province. Naturally occurring concentrations vary throughout Ontario. Table 1 Standards are a statistical estimate of the upper levels of provincial background concentrations. Roughly 98% of uncontaminated Ontario soils will be below the Table 1 Standards for a specific substance. For some individual chemical substances, Table 1 Standards may be higher than ambient concentrations at a Receiving Site. The Standards set out in Tables 2-9 were developed

using scientific models and technical assumptions in order to meet specific objectives designed to support the redevelopment of brownfield sites in Ontario.

The Standards are not intended to address overall soil management activities. For example, the Standards are based on assumed contaminant volumes and loadings and do not account for wide variance in soil volume and contaminant loadings which may occur with general soil management.

In some cases, the Standards may not be appropriate for assessing soil being imported to a Receiving Site without consideration being given to the rationale document used in their development. A QP should consider the appropriateness of the proposed application of the Standards and whether the assumptions used in the development of Standards remain valid. The rationale document is entitled, "Rationale for the Development of Soil and Ground Water Standards for Use at Contaminated Sites in Ontario, revised version April 15, 2011".

QPs using the Standards in Tables 1-9 must ensure they are aware of how the Standards were developed, and the important assumptions behind the Standards are considered when they are applied to excess soil management activities. The assumptions and methods used in the development of the Standards are fully described in the rationale document. In undertaking this assessment, the QP should take into consideration the effects of loading associated with the concentrations of individual contaminants in soil and the impacts on the pre-existing, ambient conditions at the site, including the introduction of new contaminants to a Receiving Site. This will likely require a QP who is qualified to prepare or supervise a risk assessment, as set out section 6 of Ontario Regulation 153/04.

When considering the applicability of the Standards for use at a particular site, it is important to note that elevated concentrations of contaminants when compared to the Standards do not necessarily imply that:

- there is a risk to human health or the environment;
- remediation is required; or
- excess soil should be considered a waste.

An elevated concentration when compared to the Standards may suggest that additional site-specific studies, evaluations or assessments are warranted. These additional site-specific studies, evaluations or assessments should, at a minimum, be done in accordance with these best practices.

### **Where RSCs are being submitted for filing**

Owners of both Source Sites and Receiving Sites may be submitting an RSC for filing under the EPA and Ontario Regulation 153/04. This is an example of legislation which has legal requirements which apply to soil management and must be followed. The best management practices in this document are not legal requirements and do not apply to anything related to the filing of an RSC.

Before a Receiving Site owner who intends to submit an RSC for filing receives excess soil, the owner and QP will need to review and comply with applicable provisions of Ontario Regulation 153/04 (Part XII - Soil) dealing with the receipt of soil at a RSC property. For additional information, please refer to the MOE's website, and the Fact Sheet entitled, "Bringing Soil to an RSC Property" (PIBS 8429e – April 2011).

[www.ontario.ca](http://www.ontario.ca)





**61<sup>st</sup> ANNUAL OSUM CONFERENCE & TRADE SHOW**  
**"Conference at the Cottage" April 30, May 1 & 2, 2014**



**Welcome, Ontario Small Urban Municipalities Conference Delegates & Exhibitors**  
**Conference at the Cottage!**

**RECEIVED**

**JAN 22 2014**

The Town of Parry Sound is pleased to be hosting the 2014 Ontario Small Urban Municipalities (OSUM) Conference, April 30, May 1, 2, 2014.

**Township of Puslinch**

We are excited about the program which features a variety of topics and presenters, while providing opportunity for networking.

Conference information can be found on the Town of Parry Sound web page at [www.townofparrysound.com](http://www.townofparrysound.com)

If you have questions about the delegate and companion programs, contact Jessie Langford, Administrative Assistant, at 705-746-2101, ext 225 or by email at [jangford@townofparrysound.com](mailto:jangford@townofparrysound.com)

If you wish to participate in the Trade Show, contact April McNamara, Leisure Services Co-ordinator at 705-746-2101, ext 227 or by email at [april@townofparrysound.com](mailto:april@townofparrysound.com)

While at the conference, we hope you take the time to meet new people, catch up with old friends and share experiences from the world of municipal government.

Our team is looking forward to meeting you in Parry Sound where we will help turn the experiences of the 2014 OSUM Conference into memories!

See you in the spring!

The Town of Parry Sound Team  
 Mayor Jamie McGarvey  
 Jessie Langford  
 April McNamara  
 Lynn Middaugh

I.G.# 4

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**61<sup>st</sup> ANNUAL OSUM CONFERENCE & TRADE SHOW**  
**"Conference at the Cottage" April 30, May 1 & 2, 2014**  
**DELEGATE REGISTRATION FORM**



**Full Delegate Package**

**\$495 + HST (\$64.35) = \$559.35**

Each Delegate will receive a registration kit, access to all workshops, Wednesday evening Welcome Reception/Opening Ceremonies & Trade Show including hot and cold Hors D'oeuvres and cash bar, Thursday evening Mayor's Reception, Breakfast and Lunch on Thursday and Friday.

**Companion Program**

**\$150 + HST (\$19.50) = \$169.50**

Companion program includes Wednesday evening Welcome Reception & Trade Show, including hot and cold Hors D'oeuvres and cash bar. Join the delegates for the Mayor's Reception Thursday, breakfast on Thursday and breakfast and lunch on Friday.

A pottery studio workshop is planned for Thursday May 1<sup>st</sup> and will include all materials, instruction and lunch at the West Parry Sound District Museum on Tower Hill.

**61<sup>st</sup> Banquet Dinner and Entertainment \$46 + HST (\$5.98) = \$51.98**

The Charles W. Stockey Centre for the Performing Arts will be the venue for the Thursday evening, May 1<sup>st</sup> 'Surf or Turf' banquet dinner, and live entertainment. The meal options are pan fried pickerel or roast sirloin of beef.

**Early Bird Golf Day – Wednesday April 30, 2014 – Seguin Valley Golf Course**

**\$80 + HST (\$10.40) = \$90.40**

Enjoy a fun day of golf at the beautiful Seguin Valley Golf Course. Package includes 18 holes of golf, cart, coffee on arrival, lunch, bottled water and prizes. Shot gun start at 11:30 am.

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**Accommodations:**

Group rates have been set at two of the larger hotels. Additional accommodations are available throughout Parry Sound; please visit [www.townofparrysound.com/pagesmith/132](http://www.townofparrysound.com/pagesmith/132) for a full list.

Comfort Inn - \$99.00 (+tax)  
Group Confirmation Number: 1290933  
120 Bowes Street, Parry Sound, ON P2A 2L7  
(705) 746-6221  
[www.parrysoundcomfortinn.com](http://www.parrysoundcomfortinn.com)

Microtel Inn & Suites - \$105 - \$150 (+tax)  
Group Confirmation Code: OSUM  
292 Louisa Street, Parry Sound, ON P2A 0A1  
(705) 746-2700 1-866-745-8666  
[www.microtelparrysound.com](http://www.microtelparrysound.com)





**61<sup>st</sup> ANNUAL OSUM CONFERENCE & TRADE SHOW**  
**"Conference at the Cottage" April 30, May 1 & 2, 2014**  
**DELEGATE REGISTRATION FORM**



Delegate Name: \_\_\_\_\_  
 Title/Position: \_\_\_\_\_  
 Municipality / Organization: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Companion Name: \_\_\_\_\_

Registration Type	Base Fee	Taxes	Total Fee	Number of Participants	Total
Delegate Package	\$495.00	+13%	\$559.35	x	
Companion Program	\$175.00	+13%	\$197.75	x	
61 <sup>st</sup> Banquet Dinner & Entertainment Thursday May 1 <sup>st</sup>	\$46.00	+13%	\$51.98	Pickerel <input type="checkbox"/> x Roast Beef <input type="checkbox"/> x Vegetarian <input type="checkbox"/> x	
Early Bird Golf Day	\$80.00	+13%	\$90.40	x	
<b>TOTAL:</b>					<b>\$</b>

If you are golfing please list team members. If you do not have a team you will be matched up.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

Refund Policy: Cancellation must be made in writing (mail, email or fax) before April 11, 2014. An administration charge of \$50.00 will apply. Any cancellations after April 11, 2014 will not be refunded.

Trade Show enquiries should be made to: April McNamara, [april@townofparrysound.com](mailto:april@townofparrysound.com) or (705) 746-2101 x 227

For updates regarding conference programming, please visit: [www.osum.ca](http://www.osum.ca)  
[www.townofparrysound.com](http://www.townofparrysound.com)

**Payment Method: Cheque payable to: "Town of Parry Sound"**

Please mail this registration form and payment to:

Town of Parry Sound Attn: Jessie Langford  
 52 Seguin Street  
 Parry Sound, ON  
 P2A 1B4

Questions or inquiries:

P: (705) 746-2101 x 225  
 F: (705) 746-7461  
 E: [jlangford@townofparrysound.com](mailto:jlangford@townofparrysound.com)  
 \*\*Forms can be faxed/emailed, with payment by mail



Come for a visit. Stay for a lifestyle.

OFFICE OF THE MAYOR



January 9, 2014

Office of the Ombudsman of Ontario  
Bell Trinity Square  
483 Bay Street, 10th Floor, South Tower  
Toronto, ON  
M5G 2C9

Dear Mr. Andre Marin

I am writing you to express my deep concerns regarding the dreadful financial mismanagement, perceived ridiculous compensation of senior management including severances and bonuses, the rising cost of electricity and the delivery of same to Ontarians, and the newest announcement from Minister Chiarelli that electricity costs will rise in Ontario some 40% over the next 5 years.

Mr. Marin, the perception of the general public, my Council and I is that large services such as Hydro One, healthcare, etc, are delivered from the Provincial level of government with the expectation they will be supplemented from Provincial coffers to make them affordable. There is a full understanding our electricity system could never be a full cost recovery service, yet it appears the Provincial government is moving in that direction.

I can tell you with the greatest confidence, seniors, the working poor, businesses and industry will fall by the thousands in Ontario under such a massive burden. I also understand the current system of global adjustments of electricity costs are already crippling business and industry in Ontario.

Please find attached a resolution of my Council endorsing my efforts to contact you and plead for a full investigation of Hydro One, their financial practices, and make sound recommendations to bring Ontario's electricity costs back in line with our economic status as I believe we are quickly approaching critical mass.

Always the very best,

A handwritten signature in cursive script that reads "Hector Macmillan".

Hector Macmillan, Mayor  
Municipality of Trent Hills

c.c. The Association of Municipalities of Ontario  
All Municipalities in Ontario



Come for a visit. Stay for a lifestyle.

MUNICIPALITY OF TRENT HILLS

P.O. Box 1030,  
66 Front Street South,  
Campbellford, ON K0L 1L0  
1 705.653.1900 1 705.653.5209  
www.trenthills.ca

The following resolution was adopted by Council of the Municipality of Trent Hills at their regular meeting held on January 7, 2014.

Moved by Councillor Wm. J. Thompson

Seconded by Deputy Mayor Robert Crate

WHEREAS there is public perception of financial mismanagement of Hydro One;

AND WHEREAS the cost of electricity has become unaffordable in Ontario;

AND WHEREAS there has been a recent announcement by the provincial government that the cost of electricity will rise in Ontario by another 40% over the next 5 years;

AND WHEREAS it is the belief of the Council of the Municipality of Trent Hills that electricity costs are already burdening seniors, the working poor, and those with fixed incomes;

AND WHEREAS it is the belief of the Council of the Municipality of Trent Hills that such a proposed increase will cripple business and industry in Ontario;

AND WHEREAS the current scheme of global price adjustments of electricity costs is unfair and uncontrollable for business and industry;

NOW THEREFORE BE IT RESOLVED by the Council of the Municipality of Trent Hills that we support Mayor Hector Macmillan in the crafting of a letter to the Ontario Ombudsman Andre Marin requesting a full investigation of Hydro One, its financial status, the compensation of senior management, and the unfair and unaffordable cost of electricity and billing practices;

AND FINALLY BE IT FURTHER RESOLVED that this resolution and Mayor Macmillan's letter to Ontario Ombudsman Andre Marin be forwarded to the Association of Municipalities of Ontario and all municipalities in Ontario respectfully requesting their support by sending a similar resolution to the Ontario Ombudsman.

CARRIED.

c.c. The Association of Municipalities of Ontario  
All Municipalities in Ontario

Certified to be a true and correct  
copy of the original document  
and has not been altered in any way.  
Dated at Campbellford, Ontario  
this 9<sup>th</sup> day of ~~JANUARY~~ JANUARY, 2014.  
Margaret Montgomery, Clerk  
Municipality of Trent Hills



*Wellington County Municipal Economic Development Group*



Minutes  
WWCFDC Boardroom,  
December 3, 2013  
9:30 a.m.

**Present:**

John Brennan (Town of Erin), George Bridge (Mayor, Town of Minto), Brad Dixon (GRCA), Crystal Ellis (Mapleton Township), Alex Goss (LIP), Gerry Horst (OMAFRA), Mandy Jones (Town of Minto), Karen Landry (Township of Puslinch), Andy Lennox (WFA), April Marshall (Township of Wellington North), Don McKay (Councillor, County of Wellington), Carolyn O'Donnell (County of Wellington), Doug Reddick (MEDI), Jana Reichert (County of Wellington), Patricia Rutter (Township of Centre Wellington), Jane Shaw (WWCFDC), Janice Sheppard (Township of Guelph/Eramosa), Dale Small (Township of Wellington North), Chris White (Warden, County of Wellington)

**Regrets:**

Rose Austin (Saugeen Economic Development), Kathryn Ironmonger (CAO, Town of Erin), Kirk McElwain (Township of Centre Wellington), Andrea Ravensdale (County of Wellington), Carol Simpson (WFPB), Patty Sinnamon (Township of Mapleton), Scott Williams (GWBEC), Scott Wilson (County of Wellington)

**1. Approval of Agenda**

Motion to approve agenda as written.

**Moved by John Brennan, seconded by Jana Reichert.**

**Carried**

**2. Declaration of Pecuniary Interest**

None declared.

**3. Approval of Minutes**

Motion to approve the minutes from the meeting held November 5<sup>th</sup>, 2013 as written.

**Moved by Don McKay, seconded by John Brennan.**

**Carried**

#### 4. BRE Update

The calendar below shows the scheduled dates to *complete* requirements of the project.



- December 31, 2013 – complete interviews
- January 15<sup>th</sup> – data entry
- February 14<sup>th</sup> – observation summary to identify results
- February 21<sup>st</sup> – working session retreat
- March 7<sup>th</sup> – draft report
- March 14<sup>th</sup> – final report
- March 24<sup>th</sup> – project complete

The working session retreat has been tentatively booked for February 21<sup>st</sup>, an email will be sent to confirm at a later date. The February WC MEDG meeting will be combined with the "retreat" and the March meeting will be held on the first Wednesday in March. Meetings will be held the first Tuesday of each month beginning in April.

The summary results will be provided prior to the working session retreat. The Group has requested a presentation of the communication plan from Andrea Ravensdale at the January meeting.

#### 5. Roundtable/Other Business

**OMAFRA** – There are trainings scheduled for the New Year, including Farm Smart on January 18<sup>th</sup>. The first rounds of the Local Food Fund and RED applications have been received.

**LIP** – Jana hosted a bus tour held Monday, December 2<sup>nd</sup>, it was very successful, reservations were full two days prior for the first time Wellington hosted this “Live and Work in Wellington” bus tour. Four different businesses within the County were visited and positive feedback was received for the events of the day. People from Guelph, K-W and Wellington County were “dressed for success” and joined their tour guide Jana to visit the Wellington Terrace, Royal Terrace, Musashi and Norwell Dairy. If there are any jobs filled from the bus tour, the Group will be informed. This tour was a partnership between the County, the LIP and the Workforce Planning Board.

**GRCA** – Parks are now closed. Year review is in the process.

**MINTO** – EDCO conference will be held February 4-6<sup>th</sup> and Taste Real (Jana and Christina) will be presenting the strategies applied by Taste Real to differentiate Wellington County as a place for agri-food investment.

**WELLINGTON NORTH** – The CIP is a 10 year program. Wellington North is two years into the program and has made over \$75,000 worth of upgrades to the community. The Municipal Cultural Plan is in place and mapping is available online. The Arthur Christmas parade was held the weekend of November 30<sup>th</sup>. Mount Forest Carnegie library is celebrating 100 years on December 5, 2013.

**WFA** – Food processing is to be increased and the local food act was recently passed.

**MAPLETON** – A recent fire destroyed the Roads Department Shop and there were an estimated five major fires in the township within 72 hours. An RFP for the municipal branding will start in January. Christmas parades begin the weekend of December 7<sup>th</sup>.

**MEDTE/MRI** – Youth start-ups, entrepreneurs and incubator/accelerator centres will receive \$30 million, youth innovation will receive \$40 million, \$10 million has been allocated for specific projects (ie: Angel Funds) and \$20 million for skills connections (school or trade organization apply for community wide skills development). Leamington lost 740 jobs, 50 are non-farm oriented businesses, from the closing of the Heinz plant. MEDTE is working to determine the “anchor” companies in communities and monitor each business through the Business Advisor and main contact from the company. This process will hopefully prevent major businesses from closing.

**G/E** – Fall registration for winter Active 55+ is open. The Rockwood Parade of Lights will be December 12<sup>th</sup>.

**COUNTY** – The Taste Real year-end gathering was well attended. An RFP has been drafted for the Festivals and Events Guide and Jana asks that WMEDG partners circulate the RFP (found on the County website) within their network. The Workforce Strategy Plan is complete and will be

presented in January to County Council. Newcomer businesses within the past 10 years are needed for the BRE. The BRE, website landing page, workforce planning and sector planning are the four key areas to Economic Development that the County has supported and will continue to support. The County will support each municipality with a Local business retention expansion fund, \$25,000 to be used for revitalization, job development etc. The Rural Transportation Network Study funding program has also been set aside by the County. More information will be provided regarding the study at a later date.

**Erin** – Dinner show at David’s Restaurant “Do You See What I See?” will be held December 4-6<sup>th</sup> and 11-13<sup>th</sup>.

**CW** – The offices have been renovated; updates on funding, programs etc. can be viewed on line under “What’s New”; Economic Advisor Committee has been created for the township. The first CIP draft will be presented at council this month.

Chair, George Bridge, thanked everyone for a great year and wished everyone a Merry Christmas.

**Next meeting will be held January 7<sup>th</sup>, 2014 in the WWCFDC Boardroom at 9:30am.**

Meeting adjourned at 11:05am.

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George Bridge, Chair

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Jane Shaw, Recording Secretary