1. **ROLL CALL and CALL TO ORDER**

2. **INTRODUCTION OF ADDITIONAL ITEMS TO BE ADDED TO THE AGENDA and APPROVAL OF THE AGENDA**

3. **DISCLOSURE OF PECUNIARY INTEREST**
   Disclosure of pecuniary interest and general nature thereof for current meeting.
   Disclosure of pecuniary interest and general nature thereof for previous meeting, if absent for meeting.

4. **ADOPTION OF MINUTES**
   - January 19, 2015 – Regular Council Meeting  Page 3-8
   - February 2, 2015 – Committee of the Whole Meeting  Page 9-15

5. **DELEGATIONS**
   - BM Ross – Bayfield Stormwater Management Plan  Page 16-50
   - Lamont Drain – John Spriet - separate package
   - Lamont Municipal Drain Report – A. Willert  Page 51-54
   - Bayfield and Area Chamber of Commerce – Roger Lewington  Page 55

6. **MANAGEMENT REPORTS**

   **ADMINISTRATIVE SERVICES – CAO, G. LONG**
   - Request for Easement – Lot 19, RP274, Hensall  Page 56-64

   **TREASURY – A. WILLERT**
   - December 2014 Accounts  Page 65

   **PUBLIC WORKS – J. WALKER**
FIRE CHIEF – D. JOHNSTON
➤ Adoption of Bluewater’s Emergency Management Program Page 90-127

BUILDING DEPARTMENT – T. MASSE
➤ Conditional Building Permit Page 128-134
➤ Traffic and Parking By-law Page 135-137

7. COUNCILLORS
7.1 ISSUES
7.2 NEW BUSINESS
7.3 CORRESPONDENCE
➤ ABCA – Invitation to Conservation Awards Evening

8. COMMITTEE AND/OR BOARD REPORTS
➤ Hay Township Hall – Minutes January 27, 2015 Page 138-139

9. COUNCIL STATUS REPORT- ACTION ITEMS
➤ As of February 10, 2015 Page 140-142

10. QUESTIONS FROM THE GALLERY (must relate to agenda items)

11. IN CAMERA SESSION
➤ 1 Legal Matter pertaining to Acquisition of Land – separate package
➤ 1 Personal Matter pertaining to an Identifiable Individual – separate package

12. CONFIRMATORY BY-LAW
➤ By-law 19-2015 Page 143

13. ADJOURNMENT
ROLL CALL AND CALL TO ORDER

Gary Long, CAO conducted the roll call


Staff Present:  Gary Long, Chief Administrative Officer; Charlene Overholt, Deputy-Clerk; Ansberth Willert, Treasurer; Jennette Walker, Manager of Public Works; Tim Masse, CBO.

The Mayor welcomed those in attendance and called the meeting to order at approximately 7:00 p.m.

2. APPROVAL OF THE AGENDA

Moved by Councillor Becker, seconded by Councillor Hill that the agenda be approved as presented. Carried.

3. DECLARATION OF PECUNIARY INTEREST

No declarations of pecuniary interest were made.

4. ADOPTION OF MINUTES

Moved by Councillor Roy, seconded by Deputy-Mayor Fergusson that the special Council meeting minutes of December 8, 2014, regular Council meeting minutes of December 15, 2014, Committee of the Whole minutes of January 5, 2015, special Council meeting minutes of January 5, 2015 be approved as presented. Carried.

5. DELEGATIONS

OCWA – Multi Facility Operational Plan
Renee Hornick and Rod Dupuis, OCWA representatives provided Council with the Multi Facility Operational Plan for the water systems in Bluewater.

Moved by Councillor Becker, seconded by Councillor Hill that the Council of the Municipality of Bluewater adopts the Multi Facility Operational Plan for the water systems in Bluewater as prepared by Ontario Clean Water Agency; and

Further that the Mayor and CAO be authorized to sign the plan. Carried.

6. MANAGEMENT REPORTS

ADMINISTRATIVE SERVICES – CAO G. LONG

Telecommunications Tower Rogers Site C4490 “Drysdale”

Moved by Councillor Zimmerman, seconded by Councillor Becker that:

Whereas Rogers Communications Inc. requested a statement of land use authority concurrence to install a telecommunications tower on Part of Lot 21, Concession 15, Geographic Township of Hay, Municipality of Bluewater, P.I.N. 41221-0041 (LT);

And Whereas public consultation has been carried out as described in CPC-2-0-03 and no submissions were received;

And Whereas the Municipality of Bluewater requires that a 911 sign, if required by the County of Huron Emergency Services Department for the tower and/or equipment shelter be obtained;

Therefore be it Resolved that the Council of the Municipality of Bluewater authorizes the issuance of a statement of concurrence and a request for Industry Canada to require the proponent to address the following considerations:

- a 911 sign may be required
- the tower and equipment should have a non-reflective surface
- landscaping and trees should be planted to provide year round screening to mitigate visual impacts from the tower base and associated equipment shelter.
- owner identification signs to a maximum of 0.20 square metres may be posted on the antenna system, equipment shelter or perimeter fencing
- unless specifically required by Transport Canada and/or NAV Canada the display of any lighting is strongly discouraged
- lighting for security purposes should be shielded, designed for a minimum level of illumination intensity and associated with a motion detector system
• if construction has not commenced after two years from the date of the statement of concurrence
  the municipality requests that the Proponent send written notification within 60 days of the
  proposed start of commencement of construction

• if the tower is deactivated and/or unused for a period of 1 year the proponent must remove the
  tower and associated equipment within 90 days of ceasing use. Carried.

Cost of Living Allowance – Staff Wages

Moved by Deputy-Mayor Fergusson, seconded by Councillor Hill that Council approve a 2.6% Cost of
Living Allowance (COLA) increase for staff wages and that the increase take effect January 1st, 2015.
Carried.

Pay Administration Policy

Moved by Councillor Zimmerman, seconded by Councillor Roy that Council approve the Pay
Administration Policy for Bluewater employees. Carried.

2014 Market Review Findings

Moved by Councillor Irvin, seconded by Councillor Hill that Council adopt the market check findings and
that these adjustments take effect January 1st, 2015. Carried.

Draft Procedural By-law

CAO, G. Long provided Council with an updated draft procedural by-law for their comments and review.

Councillor Irvin referred to section 2.13 and asked that the time of the meeting be placed on the agenda.
He asked for clarification on section 8.5, he stated Council had a conversation regarding the Mayor only
voting to break a tie. Council agreed that the Mayor should vote on each motion.

Deputy-Mayor Fergusson stated that the “Corporation of the Municipality of Bluewater” should be stated
consistently throughout the by-law. He asked for clarification on section 2.8 regarding closed meetings.
In section 6.6 the draft by-law states that a member should only be allowed to speak once to a motion
unless they were the mover or seconder.

Moved by Councillor Irvin, seconded by Councillor Hill that section 6.6 be revised to say that no member
shall speak more than once to a motion, “unless new information is brought forward and at the discretion
of the Chair”. Carried.

Councillor Zimmerman asked for clarification under section 4.7 regarding New Business and what can be
discussed under this heading.

Mayor Hessel stated that Council has discussed the Comments and Questions from the Gallery section.
Council agreed that it should only state Questions, which must be related to the agenda.

Councillor Zimmerman asked for clarification on section 4.24, she would not like to see a summary of
information, it is necessary to see all the information.
Moved by Councillor Zimmerman, seconded by Deputy-Mayor Fergusson that section 4.24 be removed from the procedural by-law. Carried.

Councillor Zimmerman asked where the section regarding Committees of Council was. Mayor Hessel stated that it will need to be discussed, he asked that staff proceed with preparing a procedural by-law without the Committee of Council section.

Moved by Councillor Irvin, seconded by Councillor Zimmerman that By-law 10-2015 being a by-law to govern the proceedings of Council, with the changes indicated by motion, be given first, second, third and final reading and finally passed this 19th day of January, 2015. Carried.

TREASURY – A. WILLERT

Interim Tax By-law

Moved by Councillor Roy, seconded by Councillor Hill that the Municipality of Bluewater authorizes the Treasurer to impose an interim levy and that By-law 1-2015 be given first, second, third and final reading, and finally passed this 19th day of January, 2015. Carried.

Bank of Montreal – Borrowing By-law

Moved by Councillor Hill, seconded by Deputy-Mayor Fergusson that Council for the Municipality of Bluewater authorizes temporary borrowing and that By-Law 2-2015 being a by-law to permit temporary borrowing be given first, second and third and final reading and finally passed this 19th day of January, 2015. Carried.

Hensall Legion Branch 468 – Tax Relief

Moved by Councillor Becker, seconded by Councillor Zimmerman that By-law 3-2015, being a by-law to grant tax relief to the Hensall Legion, Branch 468 be given first, second, third and final reading, and finally passed this 19th day of January, 2015. Carried.

November 2014 Accounts

Moved by Councillor Roy, seconded by Councillor Gillespie that the Council for the Municipality of Bluewater approve the November accounts in the amount of $1,442,408.93 be approved. Carried.

PUBLIC WORKS – J. WALKER

Project Update – Bluewater Wastewater Treatment Plant Class EA

Manager of Public Works, J. Walker informed Council that within the current EA study that Bluewater and B.M. Ross are committed to looking at some form of optimization including the possibility of sewage flow reductions. She stated that an updated sewage use by-law is needed to ensure that staff can enforce regulations regarding flow reduction.
Moved by Councillor Zimmerman, seconded by Councillor Gillespie that staff prepare an updated sewer use by-law. Carried.

FIRE CHIEF – D. JOHNSTON

Monthly Fire Department Activity Report – November 2014

Council reviewed the November 2014 Monthly Fire Department Activity Report. Councillor Zimmerman asked what the animal rescue was and Councillor Irvin inquired why December was not included in the Fatal Fire report.

7. COUNCILLORS’

➢ Issues – None

➢ New Business

➢ Notice of Motion – Deputy-Mayor Fergusson – Optimization Study to extend the life of the Bayfield Sewage System

Deputy-Mayor Fergusson stated that he will rest his Notice of Motion until the EA Study is complete.

The CAO reported that he had received two emails from the Deputy-Mayor regarding resident concerns and inquiries. The first email was regarding the washrooms at the Bayfield Library being closed. There should be a notice posted on the door that the washrooms inside the lobby are open during library hours. It has also been requested that, until there is a plan or other decisions regarding the washrooms hours, that the large sign be taken down from the front of the building advertising public washrooms. A concern has been expressed that there are no lights on in the morning at the library and residents returning books early on their way to work have difficulty seeing. Also, the library sign should come down on the old Zurich library not in use. These issues have been forwarded to our Facilities Manager for action.

The second email was regarding an email the Deputy-Mayor had received from Mr. Douglas Sinnamon who was concerned about dog owners not picking up after their dogs on the public beaches in Bayfield. The CAO advised Council that the Chief Building Official will be bringing forward a revised animal control by-law at the February 2nd Committee of the Whole meeting and this will include a discussion about improved signage and enforcement.

➢ Correspondence

➢ Zurich Has Beans Oldtimers Hockey – Request for Support

Mayor Hessel stated that we should support this event as we have in the past, but should be looking at bringing back our alcohol policy to include licensing our arenas.

Moved by Councillor Zimmerman, seconded by Councillor Becker that Council support the Zurich Has Beans Oldtimers Hockey Tournament to be held March 6 to 8, 2014 at the Zurich Arena. Carried.
Councillor Gillespie referred to correspondence from the ABCA regarding the Ravine and Lake Water Quality Monitoring 2014 BSRA report and how the reports are supposed to be used for Blue Flag criteria.

Mayor Hessel noted that the Hay Town Hall Public meeting will be held on January 27th at 7:00 p.m. to hear the recommendations from the Building Condition Report.

8. COMMITTEE AND/OR BOARD REPORTS

Bluewater Fire Chief, District Chief’s – Minutes of December 17, 2014  
Bluewater Health and Safety – Minutes of December 18, 2014

Moved by Councillor Roy, seconded by Councillor Hill that Council receive the Bluewater Fire Chief, District Chief’s minutes of December 17, 2014 and the Bluewater Health and Safety minutes of December 18, 2014. Carried.

9. COUNCIL STATUS REPORT – ACTION ITEMS

Council reviewed the Council Status Report. Mayor Hessel asked that it be colour coded by status.

10. QUESTIONS THE GALLERY - None

11. IN CAMERA SESSION

Moved by Councillor Irvin, seconded by Deputy-Mayor Fergusson that Council move into an in camera session at approximately 8:15 p.m. to discuss a legal matter with the CAO, Deputy-Clerk and CBO in attendance. Carried.

Moved by Councillor Zimmerman, seconded by Councillor Gillespie that Council move into an open session at approximately 8:43 p.m. Carried.

Mayor Hessel stated that the new iPads should be ready for the February 2nd meeting. He asked Council to come to the meeting between 6:15 p.m. and 6:30 p.m. for a training session.

12. CONFIRMATORY BY-LAW

Moved by Councillor Gillespie, seconded by Councillor Irvin that By-law 9-2015 being a Confirmatory by-law be given first, second, third and final reading and finally passed this 19th day of January, 2015. Carried.

13. ADJOURNMENT

Moved by Councillor Zimmerman, seconded by Councillor Roy that the meeting be adjourned at approximately 8:46 p.m. Carried.
1. ROLL CALL AND CALL TO ORDER

Gary Long, CAO conducted the roll call.


Staff Present: Gary Long, Chief Administrative Officer; Charlene Overholt, Deputy-Clerk; Jennette Walker, Manager of Public Works; Dave Johnston, Fire Chief; Tim Masse, CBO; Craig Metzger, Planner; Arlene Parker, Planning Coordinator.

The Mayor welcomed those in attendance and called the meeting to order at approximately 7:00 p.m.

2. APPROVAL OF THE AGENDA

Councillor Gillespie added an update from the Lake Huron Water Board meeting under section 8.5 Committee and Board Reports.

Moved by Councillor Irvin, seconded by Councillor Roy that the agenda be approved as amended. Carried.

3. DECLARATION OF PECUNIARY INTEREST

No declarations of pecuniary interest were made.

4. DELEGATIONS

United Way – Tracy Birch
Tracy Birtch, United Way, Perth–Huron presented Council with the Quality of Life Report in Huron and Perth County, 2014.

**Durand Huronview Paving Petition – Terry Smith**

Terry Smith representing the property owners presented Council with a petition and the reasons why he wants Durand Huronview to be paved. He stated that Council failed to pave the proper roads with the money received from OMAFRA. Mayor Hessel explained why the roads that were paved were chosen and the tight restraints facing Council with the 2015 budget.

Deputy-Mayor Fergusson asked if the residents would be willing to pay for the road paving under local improvements.

5. **PLANNING**

**Comprehensive Zoning By-law Update**

Planner, C. Metzger related the contents of his report addressing remaining outstanding issues to be resolved in the Comprehensive Zoning By-law. Mr. Metzger will present an additional report at the March Committee of the Whole meeting.

**County of Huron Official Plan Amendment Pre-Consultation**

Planner, C. Metzger described the proposed amendments resulting from recent changes to the Provincial Policy Statement. The formal process under the Planning Act will commence soon.

**Request for Easement, Lot 19, Plan 274 Hensall – Festival Hydro**

Moved by Councillor Hill, seconded by Councillor Zimmerman that:

Whereas the Corporation of the Municipality of Bluewater is the owner of Lot 19, Registered Plan 274, formerly owned by the Public Utilities Commission of the Village of Hensall; and

Whereas Festival Hydro Inc. requires an easement on, in, under, across, along and through Part of Lot 19, Registered Plan 274 to operate, inspect, replace, reconstruct and repair electrical transmission lines together with transformers, pits, conduits and all works owned by Festival Hydro Inc.; and

Whereas the Corporation of the Municipality of Bluewater is agreeable to grant an easement to Festival Hydro Inc. for the purposes described;

Therefore, be it resolved that the Committee of the Whole recommends to Council to approve a By-law to authorize a transfer easement on, in, under, across, along and through Part of Lot 19, Registered Plan 274, being Parts 7, 8 and 9, Plan 22R-6203, Hensall Ward, Municipality of Bluewater, County of Huron. Carried.

**2014 Planning Activity Report**
Moved by Councillor Becker, seconded by Councillor Roy that Committee of the Whole receive the 2014 Planning Activity Report for information purposes. Carried.

6. MANAGEMENT REPORTS

BUILDING DEPARTMENT – T. MASSE

Animal Control – 2014 Activity Report

Animal Control Officer, Bob Trick presented Council with the Animal Control activities for 2014.

Moved by Councillor Hill, seconded by Deputy-Mayor Fergusson that the Committee of the Whole receives the 2014 Animal Control Activity Report as presented. Carried.

Animal Control – Draft By-law

Moved by Councillor Irvin, seconded by Councillor Becker that the Committee of the Whole considers the proposed Draft Animal Control By-law, and that the CBO revise the draft by-law based on public input and the comments provided by the Committee for Council’s consideration. Carried.

Traffic and Parking By-law - Varna

Moved by Councillor Whetstone, seconded by Councillor Roy that the Committee of the Whole recommends to Council to amend the Traffic and Parking By-law No. 4-2013, Schedule “A”, to prohibit parking on the south side of Mill Road from the intersection of Parr Line east for 25m. Carried.

By-law Enforcement Activity – December 2014

Building Permit Activity – December 2014

Moved by Councillor Becker, seconded by Councillor Roy that the Committee of the Whole receives the December 2014 By-law Enforcement Activity Report and the December Building Activity Report as presented. Carried.

TREASURY – A. WILLERT

Deputy-Mayor Fergusson stated that he had a conflict on the accounts. There is a cheque payable to Arlene Parker, his spouse.

December 2014 Accounts

Moved by Councillor Irvin, seconded by Councillor Zimmerman that the Committee of the Whole for the Municipality of Bluewater recommends to Council that the December accounts in the amount of $5,380,415.84 be approved. Carried.

Council had questions regarding the 2 cheques payable to Nortrax. Staff will look into this and reply at the next Council meeting.
Lakeshore Road Grants

Moved by Councillor Irvin, seconded by Councillor Becker that the Committee of the Whole receives the Lakeshore Road Grants report as presented. Carried.

PUBLIC WORKS – J. WALKER

Road Assumption and Paving Policies

Moved by Councillor Irvin, seconded by Councillor Gillespie that the Committee of the Whole receives the Lakeshore Road Project Review report for information. Carried.

Michael Court Assumption Petition

Moved by Deputy-Mayor Fergusson, seconded by Councillor Irvin that:

Whereas Michael Court Residents Association submitted a petition to assume Michael Court under the Highway Assumption Policy approved by By-law No. 96 – 2013; and

Whereas the petition was received as petition no. 1 and confirmed by the Clerk;

Therefore be it Resolved that the Committee of the Whole recommends to Council to receive this report and refer it for consideration during the 2015 budget process. Carried.

Westdell Beach Assumption Petition

Moved by Councillor Irvin, seconded by Deputy-Mayor Fergusson that:

Whereas Westdell Beach Association submitted a petition to assume Westdell Drive, Talbot Crescent and Elgin Avenue under the Highway Assumption Policy approved by By-law No. 96 – 2013; and

Whereas the petition was received as petition no. 2 and confirmed by the Clerk;

Therefore be it Resolved that the Committee of the Whole recommends to Council to receive this report and refer it for consideration during the 2015 budget process. Carried.

Moore Court Assumption Petition

Moved by Councillor Gillespie, seconded by Councillor Hill that:

Whereas Moore Court Residents Association submitted a petition to assume Moore Court under the Highway Assumption Policy approved by By-law No. 96 – 2013; and

Whereas the petition was received as petition no. 3 and confirmed by the Clerk;

Therefore be it Resolved that the Committee of the Whole recommends to Council to receive this report and refer it for consideration during the 2015 budget process. Carried.
Durand-Huronview Road Paving Petition

Moved by Councillor Irvin, seconded by Councillor Gillespie that:

Whereas Durand-Huronview Residents Association submitted a petition to pave Durand-Huronview Road under the Highway Surfacing (Paving) Policy approved by By-law No. 96 – 2013; and

Whereas the petition was received as petition no. 1 and confirmed by the Clerk;

Therefore be it Resolved that the Committee of the Whole recommends to Council to receive this report and refer it for consideration during the 2015 budget process. Carried.

Sugarbush Road Paving Petition

Moved by Deputy-Mayor Fergusson, seconded by Councillor Irvin that:

Whereas Glitter Bay Residents Association submitted a petition to pave Sugarbush Road under the Highway Surfacing (Paving) Policy approved by By-law No. 96 – 2013; and

Whereas the petition was received as petition no. 2 and confirmed by the Clerk;

Therefore be it Resolved that the Committee of the Whole recommends to Council to receive this report and refer it for consideration during the 2015 budget process. Carried.

Sugarbush Road Petition to Not Pave

Moved by Deputy-Mayor Fergusson, seconded by Councillor Irvin that the Committee of the Whole receives the Sugarbush Road Petition to not pave their road and that this be referred for consideration during the 2015 budget process. Carried.

FIRE CHIEF – D. JOHNSTON

Bluewater's Emergency Management Program – 2014 Activities and Initiatives

Moved by Councillor Gillespie, seconded by Councillor Zimmerman that this report regarding Bluewater’s Emergency Management Program be received for information. Carried.

Adoption of the Emergency Management Program

Moved by Councillor Hill, seconded by Councillor Zimmerman that this report regarding the Municipality of Bluewater’s Emergency Management Program be received by the Committee of the Whole;

And that the Committee make a recommendation to the Council of the Corporation of Bluewater, that By-law 11-2015, being a By-law to formulate an Emergency Management Program for the Protection of Public Safety, Health, Environment, Critical Infrastructure and Property be adopted. Carried.

2015 Emergency Management Training
Moved by Councillor Hill, seconded by Councillor Zimmerman that the Committee of the Whole receive the 2015 Emergency Management Training report for information purposes. Carried.

7. **COUNCILLORS’**

- **Issues**

  Mayor Hessel reminded Council that the next budget meeting is set for February 12, 2015 at 9:00 a.m.

  Mayor Hessel inquired if a plan was in place to hire a new District Fire Chief for Bayfield. Fire Chief, D. Johnston replied that they are establishing a hiring committee consisting of the Fire Chief, CAO and District Chiefs, and hope to have a replacement by the end of March.

  Councillor Zimmerman inquired on the number of hours for an animal rescue presented in the Fire Department Activity Report at the last Council meeting. Fire Chief, D. Johnston replied that a livestock truck full of pigs overturned outside of Hensall and the Fire Department was called in to help.

  Councillor Roy stated that he received a call from a resident concerning the rules and regulations regarding shovelling snow across the road and on to a neighbour’s property. Residents should call staff so that they can go out and assess the situation.

  Councillor Gillespie inquired to meetings held with the wind turbine companies regarding a vibrancy fund. He stated that he does not think that discussions and negotiations should be held until Council has time to discuss the issues he stated earlier regarding wind turbines.

  Mayor Hessel stated that a meeting was held to see if a vibrancy fund is available for Bluewater. He stated that Council needs to discuss this before they discuss the issues brought forward by Councillor Gillespie. Another meeting is set for February 23rd, he asked Council to make a motion if they do not think he should attend this meeting.

  Councillor Gillespie stated that he received an email from a resident asking why Bluewater does not have bike paths on Highway 21. Bluewater has asked in the past to have shoulders paved for this purpose and their request was denied. He asked how Council should proceed to have this request revisited. Public Works Manager, J. Walker stated that there is a great cost to the municipality to pave for bike paths.

- **New Business** – None

- **Correspondence**

  **Huron County Road Supervisors Association – 2015 Municipal Trade Show**

  Moved by Councillor Zimmerman, seconded by Councillor Hill that Council allow staff to help with the Municipal Trade Show being held June 3 and 4, 2015 in South Huron, under the Manager of Public Works advisement. Carried.
8. COMMITTEE AND/OR BOARD REPORTS

Hay Township Hall – Minutes of December 10, 2014

Council reviewed the Hay Township Hall minutes of December 10, 2014

Hay Township Hall Building Condition Report

The Hay Township Hall Building Condition Report was made available for Council review.

Multi Municipal Wind Turbine Working Group – Minutes of December 11, 2014

Council reviewed the Multi Municipal Wind Turbine Working Group minutes of December 11, 2014. Councillor Roy stated that he will let Council know when the TVO documentary “Big Wind” will be airing. Much of this documentary was filmed in Bluewater.

Bluewater Heritage Committee – Minutes of January 13, 2015

Moved by Councillor Zimmerman, seconded by Councillor Gillespie that the Committee of the Whole receive the Bluewater Heritage Committee minutes of January 13, 2015. Carried.

8.5 Lake Huron Regional Water Supply Board

Councillor Gillespie presented Council with an update from the last Lake Huron Water Board meeting.

Mid Huron Landfill

Mayor Hessel stated that the Mid Huron Landfill Board are moving forward on their budget and are discussing closure costs and investments.

9. COUNCIL STATUS REPORT – ACTION ITEMS

Council reviewed the Council Status Report and discussed adding tentative dates for completion.

10. QUESTIONS FROM THE GALLERY - None

11. IN CAMERA SESSION - None

12. ADJOURNMENT

Moved by Councillor Zimmerman, seconded by Councillor Irvin that the meeting be adjourned at approximately 10:00 p.m. Carried.
Municipality of Bluewater
Stormwater Drainage
Master Plan

Municipal Council Presentation
February 17th, 2015
Agenda

- Introduction
- Project Scope
- Master Plan Process
- Stormwater Management
- Components of Bayfield Master Plan
- Preferred Implementation Option
- Report Recommendations
- Council Adoption
- Next Steps
Project Study Area
Master Plan Study Scope

- Examine existing stormwater drainage facilities in Bayfield and complete inventory of structures
- Develop recommendations for improvements within existing developed areas of Bayfield and future development lands (South and East)
- Identify general areas of concern which need to be addressed – Not Individual Lot Grading Problems
- Consult with Bayfield Residents and Review Agencies
- Provide a Preliminary Drainage Design for Main Street
- Prepare a report documenting the Master Plan process and study recommendations
Features of a Master Plan

- Takes a System Wide Approach to Planning which relates Infrastructure either Geographically or by Function
- Recommends projects to be implemented over an extended period of time
- Addresses at minimum the First Two Phases of the Municipal Class EA and can also cover other phases
- Recommends an Infrastructure Master Plan which can be Implemented through the completion of separate individual projects
Stormwater Management

What is stormwater?

- Stormwater is simply defined as any precipitation, be it rainfall or snow melt, that either runs off the surface of the land or is allowed to infiltrate through the soil and ultimately reach the water table. How we manage this precipitation as it interacts with municipal infrastructure (roads and storm drains) before ultimately being absorbed into the soil or being discharged to a receiving water body, is stormwater management.
Hydrologic Cycle
Stormwater Management

Stormwater must be managed for two key reasons:

- **Water cycle.** Our environment naturally moves water through the water cycle. To put the process very simply: Our atmosphere absorbs water from the earth, it falls back down as precipitation where it is absorbed by the soil and used by vegetation to grow. The water eventually evaporates back into the atmosphere and the cycle continues.

- Humans have interfered with the water cycle – precipitation can't reach the soil through hard surfaces such as roads and buildings. We've built storm sewers to quickly drain water away.
Stormwater Management

- **Pollution.** As stormwater flows toward sewer systems it can pick up toxic debris and chemicals such as fertilizers, oil and grease, pesticides, dirt, animal and bird fecal matter, other pollutants and litter.

- Municipalities and developers create strategies to prevent stormwater-related pollution and design systems to treat stormwater and route it safely back into the natural environment.
Bayfield Master Plan
Bayfield Master Plan

- Primary Components
  - Inventory of Existing Facilities
  - Identification of Deficiencies
  - Review of Various Stormwater Drainage Approaches
  - Public/Agency Consultation
    - Residents Questionnaire
    - Public Information Centre
  - Project Recommendations
  - Preliminary Main Street Design
System Deficiencies

Deficiencies

- Ponded water due to limited system capacity in some areas
- Collection system in poor condition and/or non-existent in many locations
- System undersized for current standards
Master Plan Alternatives

- Replace Existing Infrastructure and Develop Policies for Future Development Lands Using:
  
  Alternative 1 - Conventional Stormwater Management
  
  Alternative 2 - Low Impact Development (LID)
  
  Alternative 3 - Combination of Conventional and LID Concepts
Conventional SWM
Conventional SWM Concepts

- End of Pipe Controls
- Sufficient Conveyance Capacity (5 year storm event)
- Drainage directed to collection system
Low Impact Development (LID)

- Pedestrian friendly
- 1000 cf soil volume for street tree boxes
- Landscape areas
- Permeable sidewalks
- Transit oriented
- Shielded, energy efficient street fixtures
- Recycled materials used
- Mature Street Trees
- Compost amended soils
- Permeable pavement in parking lane
- Bike Rack
- Bioretention
- Interpretative signs
LID Concepts

- Lot Level Controls
- Restricted Outlets
- Increased Infiltration

Rain Barrels

Infiltration Gardens

Porous Surfaces
Evaluation Considerations

- Existing Developed Areas
  - Newer systems (north of river) do not need to be upgraded
  - Existing Collection System in older Areas of Bayfield needs to be replaced and/or upgraded
  - Difficult to incorporate LID Concepts in Existing Developed Areas
    - Since the plan is only targeting areas that need drainage improvements – LID concepts would not be effective
  - Need to consider impacts to groundwater from Infiltration
  - Some Facilities could be retrofitted to improve water quality
  - LID Concepts could be incorporated on private property

Cost

33
Evaluation Considerations

- **Future Development Lands**
  - LID Concepts Easier to Implement if Incorporated into the Design of the Development – System Approach
  - Requirements could be incorporated through the Plan of Subdivision review process
  - Basic Stormwater Collection System components could still be included but with a higher percentage of on-site controls
REPORT
Recommendations
Recommendations

- Select Alternative 3 – Combination of Conventional and LID Concepts for Bayfield SWM
- In Existing Developed Areas
  - Phased Approach Based on Need
  - Incorporate LID Concepts as much as practical
  - Retrofit Existing Facilities to Improve Water Quality
  - LID Concepts on Private and Municipal Properties
Recommendations

- In Future Development Areas
  - Work in conjunction with ABCA on new development proposals to incorporate an acceptable level of LID Components
  - Dependent on site conditions and density of development
  - Incorporate basic storm drainage collection and treatment
  - Identify Areas for communal stormwater management facilities to reduce Municipal maintenance requirements
  - Report includes minimum design standards for developers
Project Timelines

- Master Plan Initiated - August 2013
- Questionnaire - Summer/Fall 2013
- Council Presentation - January 20, 2014
- Public Meeting - February 12, 2014
- Council Presentation - July 7, 2014
- Notice of Completion - July 16, 2014
- Comments from MOECC - October 2014
- Report revised - December 2014
- Council Adoption - February 2015
MUNICIPALITY OF BLUEWATER
MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT
STORMWATER MASTER PLAN SERVICING STUDY
(COMMUNITY OF BAYFIELD)

NOTICE OF MASTER PLAN COMPLETION

THE PROJECT:

In the summer of 2013, the Municipality of Bluewater initiated a Municipal Class Environmental Assessment (Class EA) process to develop a Stormwater Servicing Master Plan for the Bayfield Settlement area. The Master Plan was undertaken in order to inventory and evaluate existing stormwater facilities within Bayfield and to investigate the most cost-effective and efficient manner to provide additional stormwater servicing, where required, within established and future development areas of the community. The Master Plan process has now been completed. A preferred servicing strategy has been identified, which will be implemented in phases as determined by need, within established areas of Bayfield. The plan has also identified guidelines for stormwater servicing within future development areas of the community.

THE ENVIRONMENTAL ASSESSMENT PROCESS:

The Stormwater Servicing Master Plan was conducted in accordance with the requirements of the Municipal Class Environmental Assessment (Class EA) which is an approved process under the Environmental Assessment Act. Master Plan projects incorporate Phases 1 & 2 of the Class EA process and also include consultation with the general public, government review agencies and affected property owners. While the Master Plan addresses the need and justification for the proposed stormwater servicing facilities at a broad level, more detailed Class EA studies may be required prior to the construction of some components of the plan. The information below outlines the status of various works included as a component of the Master Plan, as well as their status in regards to the Class EA Master Plan process.

TYPE OF PROJECT:        STATUS:
- Storm drainage construction or repair within limits of existing road allowances        Schedule A+ - Pre-Approved
- Construction of new stormwater management ponds        Schedule B – Additional Class EA Review Needed
- Construction of new stormwater drainage outlets        Schedule B – Additional Class EA Review Needed
- Construction of stormwater management facilities in conjunction with new development proposals        Reviewed in conjunction with the Planning Act review process

The Master Plan has been completed and, by this Notice, is being placed on the public record for review. A Master Plan Report will be available for review at the Bluewater Municipal Office, 14 Mill Ave, Zion, ON N0M 2T0, during normal business hours and on the municipal website at www.town.bluewater.on.ca. The Report will also be available at the Bayfield Public Library. Please provide written comments on the Stormwater Servicing Master Plan to the Study Engineer by August 12, 2014. Subject to comments received as a result of this Notice, the Master Plan will be presented to Municipal Council for approval.

For further information on this project, or to review the Master Plan process, please contact the study engineers:
B.M. Ross and Associates: 63 North Street, Goderich, Ontario, N7A 2T4. Telephone: (519) 524-2641. Fax: (519) 524-4403. Aime: Kelly Vader, Environmental Planner (e-mail: kvader@bmross.net).

This Notice issued July 16th, 2014
Dave Kester, Manager of Public Works
Municipality of Bluewater
Next Steps

- Council Adoption of Master Plan
- Consider incorporation of Master Plan Recommendations in Bluewater Official Plan
- Make Final Report Available to Public
Questions?
Inventory of Existing Facilities
Proposed Storm Drainage Facilities
SUMMARY:
John Spriet, Spriet Associates is listed as a delegation for the purpose of presenting this Section 78 drainage report to Council for their consideration as per Section 41 (4) of the Drainage Act.

RECOMMENDATION:
Depending on the outcome of the discussion on the engineer’s report, Council must pass one of the following motions:

THAT the report for the Lamont Municipal Drain be referred back to the engineer.

OR

That Council adopts the engineer’s report on the Lamont Municipal Drain;

That Provisional By-law 12-2015 is read a first and second time this 17th day of February, 2015;

And further that the Court of Revision be scheduled for Monday, March 16th, 2015 at 7:00 p.m. at the Stanley Complex (Council Chambers).

FINANCIAL IMPACT STATEMENT
All the proposed work is being requested by individual landowners for improvements to the existing municipal drain on their own property. Only one property will require the improvement, and all costs will be assessed to the requesting property, L. Keys in accordance with Section 24 of the Drainage Act. This cost made up of administration only which is estimated to be $3,700. The contractor chosen by the turbine proponent must work with the Drainage Engineer during the construction period to ensure inspection and final acceptance of the modification to this drain.

BACKGROUND
Council accepted the initial petition for the drainage works and appointed Spriet Associates as the engineer for the project on March 3, 2014. The request was submitted to provide modifications to the existing drain to accommodate the construction of a crossing as an access road to cross the drain in the north part of Lot 10 related to the Varna Wind Farm Project. A site meeting was held with respect to the project. This work included locating and exposing the existing drain in one or more locations to determine its exact location, size and material. Further field investigation was completed by Spriet Associates to verify existing conditions.

RELATIONSHIP TO THE STRATEGIC PLAN:
The Municipality of Bluewater responds to community needs on an on-going and evolving basis. Bluewater acts, undertakes initiatives and makes decisions in concert with external accountabilities involving the province; other collective bodies, eg: the County or Conservation Authority; federal laws and related requirements.
Respectfully submitted,

Ansberth Willert, Treasurer

If you have any questions on the content of this report:
Ansberth Willert: 519-236-4351 ext. 230
Email: a.willert@town.bluewater.on.ca

Concurred:

Gary Long, CAO/Clerk

Attachments:
1. Copy of Provisional By-law 12-2015
2. Copy of Engineer’s Report – Lamont Municipal Drain
THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER

BY-LAW NO. 12-2015

Being a by-law to provide for a drainage works in the Municipality of Bluewater in the County of Huron

WHEREAS the requisite numbers of owners have petitioned the council of the Municipality of Bluewater in the County of Huron in accordance with the provisions of the Drainage Act, R.S.O. 1990 requesting that the following lands and roads be drained by drainage works to be known as:

   Lamont Drain
   (Ward of Stanley East)
   Lots 4 to 7, Concessions 9 to 11

AND WHEREAS the Council of the Municipality of Bluewater in the County of Huron has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law;

AND WHEREAS the estimated total cost of constructing the drainage works is $3,700.00;

AND WHEREAS the Council of the Municipality of Bluewater is of the opinion that the drainage works is desirable;

NOW THEREFORE the Council of the Municipality of Bluewater, pursuant to the Drainage Act, R.S.O. 1990 enacts as follows:

1. The report dated October 3, 2014 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith;

2. (1) The Corporation of the Municipality of Bluewater may borrow on the credit of the Corporation the amount of $3,700.00 being the amount necessary for construction of the drainage works.

   (2) The Corporation may issue debentures for the amount borrowed less the total amount of,

       a) grants received under Section 85 of the Act;
       b) commuted payments made in respect of lands and roads assessed within the municipality;
       c) money paid under subsection 61(3) of the Act; and
       d) money assessed in and payable by another municipality,
By-law 12-2015

and such debentures shall be made payable within five (5) years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the Ontario Financing Authority on the date of sale of such debenture.

3. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for 5 years after the passing of this by-law.

4. All assessments less than $500.00 are payable in the first year in which the assessment is imposed; within 30 days of the date of the issuance of the invoice to the assessed owners.

Read a first and second time this 17th day of February, 2015.

Provisionally adopted this 17th day of February, 2015.

.................................................................
Tyler Hessel, Mayor

.................................................................
Gary Long, CAO/Clerk

Read a third time and finally passed this day of , 2015.

.................................................................
Tyler Hessel, Mayor

.................................................................
Gary Long, CAO/Clerk
Memo to: Gary Long CAO Bluewater  
From Roger Lewington -Past President BACC February 9 2015  

Re: Presentation to Bluewater Council : Defibrillator for Bayfield Main Street  

I recently attended a first aid training course and learned the critical issue of having quick access to an AED unit. *Survival rates drop 7% per minute.* We discussed this at a recent BACC meeting, and given the need for immediate access to an AED unit, believe that a unit, centrally located on the Main Street would be beneficial, to residents and our visitors.

At our BACC meeting the following motion was passed,  
“*That the BACC adopt the project of obtaining an AED unit that is highly accessible in the village core, funding by donations. The BACC would coordinate fundraising and possibly pay for incidental signage directing people to the unit. The unit would be turned over to the municipality for ongoing maintenance.*”

The cost of a unit is approximately $2,000, and we intend to raise funds to acquire a unit. Our request for assistance to council is the following:

- That the unit be located in the post office area or a similar central location with unrestricted access.
- That the unit, when purchased, be turned over to the municipality for operational maintenance (same as other AED units)
- That any donations be made payable to the Municipality, with a charitable receipt for the donor.

We appreciate your consideration of this request.

Yours Truly,

Roger Lewington, Past President, BACC
REQUEST FOR EASEMENT: Lot 19, RP 274 - Hensall

SUMMARY: Council is requested to approve a By-law authorizing an easement in favour of Festival Hydro on Lot 19, RP 274, Hensall Ward.

RECOMMENDATION:
WHEREAS the Corporation of the Municipality of Bluewater is the owner of Lot 19, Registered Plan 274, formerly owned by the Public Utilities Commission of the Village of Hensall; and

WHEREAS Festival Hydro Inc. requires an easement on, in, under, across, along and through Part of Lot 19, Registered Plan 274 to operate, inspect, replace, reconstruct and repair electrical transmission lines together with transformers, pits, conduits and all works owned by Festival Hydro Inc.; and

WHEREAS the Corporation of the Municipality of Bluewater is agreeable to grant an easement to Festival Hydro Inc. for the purposes described;

Resolved, That By-law No. 13-2015 Being a By-law to authorize a transfer easement on, in, under, across, along and through Part of Lot 19, Registered Plan 274, being Parts 7, 8 and 9, Plan 22R-6203, Hensall Ward, Municipality of Bluewater, County of Huron be given first, second and third reading and finally passed this 17th day of February, 2015.

FINANCIAL IMPACT STATEMENT: The estimated municipal portion of registration of the easement is $200.00.

BACKGROUND: A report was provided to Committee of the Whole on February 2, 2015 describing the details of an easement requested by Festival Hydro Inc. located in Lot 19, registered plan 274 in Hensall. A by-law is required to authorize the easement.

Council has authorized the sale of Lot 19 to two abutting owners and the easement must be registered on title prior to the sale.

RELATIONSHIP TO THE STRATEGIC PLAN: The development encompasses desired growth that supports our residents’ valued quality of life.

Respectfully submitted,

A. Parker, Dipl.M.A.
Planning Co-Ordinator
Approved By:

G. Long
Chief Administrative Officer/Clerk

Attach: By-law No. 13 – 2015
THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER

BY-LAW NO. 13 - 2015

To authorize the grant of Transfer Easement on, in, under, across, along and through Part of Lot 19, Registered Plan 274, Municipality of Bluewater, County of Huron

WHEREAS the Corporation of the Municipality of Bluewater is the owner of Lot 19, Registered Plan 274, formerly owned by the Public Utilities Commission of the Village of Hensall; and

WHEREAS Festival Hydro Inc. requires an easement on, in, under, across, along and through Part of Lot 19, Registered Plan 274 to operate, inspect, replace, reconstruct and repair electrical transmission lines together with transformers, pits, conduits and all works owned by Festival Hydro Inc.; and

WHEREAS the Corporation of the Municipality of Bluewater is agreeable to grant an easement for the purposes described;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER ENACTS AS FOLLOWS:

1. That the Municipality of Bluewater grants a transfer easement to Festival Hydro Inc. described as Part Lot 19, Registered Plan 274, being Parts 7, 8 and 9, Plan 22R-6203, former Village of Hensall, now Municipality of Bluewater, County of Huron, P.I.N. 41225-0443 (LT).

2. That the transfer easement in the form attached as Schedule “A” to this By-law is hereby authorized.

3. That Reference Plan 22R-6203 shall be attached to this By-law as Schedule “B”.

4. That the Clerk and/or Mayor and Clerk, as may be required are authorized to execute whatever further documents as may be required to effect the grant of transfer easement described in section 1 of this By-law.

5. Passage of this By-law shall be deemed to include authorization to legal counsel to register this By-law and transfer easement described in section 1 of this By-law in the appropriate Land Titles Office or Land Registry Office without further written authorization.

This By-law shall come into force and effect upon the date of final passing.
Read a first and second time this 17th day of February, 2015.

Read a third and final time and finally passed this 17th day of February, 2015.

______________________________________
Tyler Hessel, Mayor

______________________________________
Gary Long, Chief Administrative Officer/Clerk
LRO # 22  Transfer Easement

This document has not been submitted and may be incomplete.

Properties

<table>
<thead>
<tr>
<th>PIN</th>
<th>41225 - 0443</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT</td>
<td></td>
</tr>
<tr>
<td>Interest/Estate</td>
<td>Fee Simple</td>
</tr>
<tr>
<td>Description</td>
<td>PT LT 19 PL 274 HENSALL, MUNICIPALITY OF BLUEWATER BEING PARTS 7, 8 AND 9, PLAN 22R-6203</td>
</tr>
<tr>
<td>Address</td>
<td>2 YORK CRES</td>
</tr>
<tr>
<td></td>
<td>HENSALL</td>
</tr>
</tbody>
</table>

Consideration

Consideration: $1.00

Transferor(s)

The transferor(s) hereby transfers the easement to the transferee(s).

Name: THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER
     Acting as a company

Address for Service: 14 Mill Ave,
                      P.O. Box 250
                      Zurich, Ontario N0M 2T0

I, Gary Long, Chief Administrative Officer/Clerk, have the authority to bind the corporation.

This document is not authorized under Power of Attorney by this party.

Transferee(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Capacity</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>FESTIVAL HYDRO INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acting as a company</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address for Service: P.O. Box 397
                     Stratford, Ontario N5A 6T5

Statements

Schedule: See Schedules

Calculated Taxes

Provincial Land Transfer Tax: $0.00
LAND TRANSFER TAX STATEMENTS

In the matter of the conveyance of: 41225 - 0443 PT LT 19 PL 274 HENSALL; MUNICIPALITY OF BLUEWATER BEING PARTS 7, 8 AND 9, PLAN 22R-6203

BY: THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER

TO: FESTIVAL HYDRO INC. % (all PINs)

1. DOUG ECKEL

I am
☐ (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
☐ (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
☐ (c) A transferee named in the above-described conveyance;
☑ (d) The authorized agent or solicitor acting in this transaction for FESTIVAL HYDRO INC. described in paragraph(s) (C) above.
☐ (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for _____ described in paragraph(s) ( ) above.
☐ (f) A transferee described in paragraph ( ) and am making these statements on my own behalf and on behalf of _____ who is my spouse described in paragraph ( ) and as such, I have personal knowledge of the facts herein deposed to.

3. The total consideration for this transaction is allocated as follows:

   (a) Monies paid or to be paid in cash 1.00
   (b) Mortgages
      (i) assumed (show principal and interest to be credited against purchase price) 0.00
      (ii) Given Back to Vendor 0.00
   (c) Property transferred in exchange (detail below) 0.00
   (d) Fair market value of the land(s) 0.00
   (e) Liens, legacies, annuities and maintenance charges to which transfer is subject 0.00
   (f) Other valuable consideration subject to land transfer tax (detail below) 0.00
   (g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f)) 1.00
   (h) VALUE OF ALL CHATTELS - items of tangible personal property 0.00
   (i) Other considerations for transaction not included in (g) or (h) above 0.00
   (j) Total consideration 1.00

PROPERTY Information Record

A. Nature of Instrument: Transfer Easement

LRO 22 Registration No. Date: 

B. Property(s):

PIN 41225 - 0443 Address 2 YORK CRES HENSALL

Assessment 4011000 - 03012800 Roll No

C. Address for Service:
P.O. Box 307 Stratford, Ontario N5A 6T5

D. (i) Last Conveyance(s):

PIN 41225 - 0443 Registration No.

(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes ☐ No ☑ Not known ☐
TRANSFER OF Basement

The Transferor hereby grants and transfers to the Transferee, its successors and assigns the free, uninterrupted and unobstructed right, privilege and easement in perpetuity in, over, under, along, through and across the lands of the Transferor described in the Transfer of Basement to which this Schedule is attached (the "Lands") for the following purposes:

Namely to operate, maintain, inspect, replace, reconstruct and repair electrical transmission lines together with transformers, pits, and conduits and together with all of the works of the Transferee for its undertaking (the "Works"), together with the right of free, uninterrupted and unobstructed vehicular and personal ingress and egress to and over the Lands for the Transferee's servants, agents, contractors, vehicles, supplies and equipment at any time and from time to time, for all purposes necessary or incidental to the exercise and enjoyment of the rights hereby granted.

The Transferor shall have the right to fully use and enjoy the Lands provided that without the prior written consent of the Transferee, such consent not to be unreasonably withheld, the Transferor shall not place any buildings or other structures or dig, drill, pave or excavate the Lands so as to interfere with the Works.

The Transferor hereby agrees and undertakes with the Transferee as follows:

a. that the Lands shall remain free of physical encumbrances which would hinder the works and undertaking of the Transferee or the access by the Transferee, its servants, agents, contractors, vehicles, supplies and equipments;

b. that it has the right to grant the said easement to the Transferee notwithstanding any act of the Transferor.

The Transferee covenants and agrees with the Transferor that it will at its own expense, as soon as reasonably possible after the exercise of the rights and easement herein transferred, remove all surplus soil and debris and do all grading, repair and replacements necessary to restore the Lands to the same state and condition in which they were prior to the making of any excavation or to the doing of any work in respect to the operation, maintenance, repair or renewal of the Works to the satisfaction of the Transferor. The Transferee covenants and agrees with the Transferor that it shall be responsible for any damage to the property of the Transferor in respect of the Lands in any manner caused by anything done or omitted to be done by the Transferee its servants or agents, in the exercise or enjoyment of the rights and easement herein transferred.

The Transferee shall at all times indemnify and save harmless the Transferor, its respective successors and assigns from and against all claims, demands, loss, damage, costs, actions, suit or other proceedings by whomever made, sustained, brought or prosecuted in any manner based upon, occasioned by, or attributable to, anything done or omitted to be done by the Transferee, its servants or agents, in the exercise or enjoyment of the rights and easements herein transferred.
The burden and benefit of this Agreement shall run with the Lands and shall extend to be binding on and enure to the benefit of the parties hereto and their respective successors and assigns. The word "successor" shall include without limitation, successors and assigns of the corporations including amalgamated and continuing corporations.

Notwithstanding any rule of law or equity, the Works shall at all times remain the property of the Transferee notwithstanding that the same may be annexed or affixed to the Lands.

All covenants herein contained shall be construed to be several as well as joint, and wherever the singular or masculine is used it shall be construed as if the plural or the feminine or the neuter, as the case may be, had been used where the context or the parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.
December 2014 Accounts

**SUMMARY:** This report and attachments reviews the payments issued by the Municipality for the Month of December, 2014.

**RECOMMENDATIONS:** THAT Council for the Corporation of the Municipality of Bluewater approves the December accounts in the amount of $5,380,415.84.

**FINANCIAL IMPACT STATEMENT:** These amounts have been recorded in the system as expenses and will reflect in the year to date actual amounts in the December Financials.

**BACKGROUND:** On a monthly basis the Treasurer provides Council with a recap of the day to day expenses for the Corporation. The attached documents capture payments made through our financial system for the Month of December, 2014. These payments will be reflected in the Year-to-date financials when provided.

**RELATIONSHIP TO THE STRATEGIC PLAN:** The reporting of the accounts supports the fiscal responsibility component of our mission statement.

Respectfully submitted,

Ansberth Willert, Treasurer

If you have any questions on the content of this report:
Ansberth Willert: 519-236-4351 ext. 230

Email: a.willert@town.bluewater.on.ca

Concurred:

Gary Long, CAO

Attachments:
Hensall Lagoon - Inspection Report

RECOMMENDATION

FINANCIAL IMPACT STATEMENT
No impact

BACKGROUND
In the spring of 2013, the Ministry of Environment and Climate Change (MOECC) adopted a new inspection program for wastewater treatment facilities. Under the old program an Environmental Officer from the Operational Branch would complete a three year operational review of the wastewater treatment facility. Under the new program a Drinking Water Inspector from the Safe Drinking Water Branch completes the review. With the change in MOECC inspection branches, a number of new ‘non-compliance with regulatory requirements and actions required’ items have come up during the inspections that have not been issues in the past.

On October 14, 2014 an inspection was completed for the Hensall Lagoon, the report is enclosed. A summary of the Non-Compliance with Regulatory Requirements and Actions Required are on page 15. All items are minor and Bluewater will meet compliance requirements once the upgrades are complete and/or with minor operational changes.

RELATIONSHIP TO THE STRATEGIC PLAN
The activities of the Public Works Department support the organization and delivery of public services that are important to and valued by the residents, that contribute to their quality of life and that create a distinctive character and foundation for the community.

Respectfully submitted,

Jennette Walker, Manager of Public Works

Approved By:

Gary Long, CAO/Clerk
Attachment: Hensall Lagoon – Inspection Report
February 3, 2015

The Municipality of Bluewater
14 Mill Avenue
Post Office Box No. 250
Zurich, ON
N0M 2T0

Attention:  Jennette Walker, Manager of Public Works

Dear Ms. Walker,

Re:  Hensall Lagoon – Inspection Report
     File #: SI HU HE 410

Please find enclosed the MOE Inspection Report for the inspection that was conducted at the Hensall Lagoons (Site # 110000926) on October 22, 2014.

A summary of Non-Compliance with Regulatory Requirements and Actions Required are found on page 15 of the attached inspection report. Also, in the interest of continuous improvement, the owner/operators should consider the items noted in the Summary of Recommendations and Best Practice Issues which are found on page 17.

I would also like to remind the Owner and Operating Authority that, with the substantial completion of the equipment listed as proposed works in the current ECA, there are new monitoring obligations as well as new objectives and limits. Please ensure that you review the ECA and plan for these changes.

If you have any questions or concerns regarding this report, please call me at (519) 948-2467 or the Drinking Water Supervisor, Gary Johnson at (519) 383-3794.

Sincerely,

Mark Smith
Water Inspector
Provincial Officer
Windsor Office
Safe Drinking Water Branch
Ministry of the Environment and Climate Change
620-4510 Rhodes Drive, Windsor
ON, N8W 5K5
cc.  Gary Johnson, MOECC Sarnia
    Renee Hornick, OCWA Process Compliance Technician
WW HENSALL LAGOON

Inspection Report

Site Number: 110000926
Inspection Number: 1-BG2JD
Date of Inspection: Oct 22, 2014
Inspected By: Mark Smith
OWNER INFORMATION:

Company Name: BLUEWATER, MUNICIPALITY OF
Street Number: 14
Street Name: MILL Ave
City: ZURICH
Province: ON
Postal Code: N0M 2T0

CONTACT INFORMATION

Type: Operating Authority
Name: Renee Hornick
Phone: (519) 274-0997
Fax: (519) 236-9942
Email: rhornick@ocwa.com
Title: Process and Compliance Technician

Type: Owner
Name: Jennette Walker
Phone: (519) 236-4351 x221
Fax: (519) 236-4351
Email: j.walker@town.bluewater.on.ca
Title: Manager of Public Works

INSPECTION DETAILS:

Site Name: WW HENSALL LAGOON
Site Address: LOT 16 AND 17, CONCESSION 1 AND 2, HENSALL
County/District: Bluewater
MOE District/Area Office: Sarnia District
Health Unit: HURON COUNTY HEALTH UNIT
Conservation Authority: N/A
MNR Office: N/A
Site Number: 110000926
Inspection Type: Announced
Inspection Number: 1-BG2JD
Date of Inspection: Oct 22, 2014
Date of Previous Inspection: Feb 08, 2012

COMPONENTS DESCRIPTION

Site (Name):
Type: Plant Classification
Sub Type: Class II
Comments:
Richmond Street Sewage Pumping Station: Sanitary sewage pumping station equipped with:
- two (2) submersible pumps (one standby)
- one (1) 100 kW generator set
- station bypass fittings and an emergency overflow to Boise Cascade Drain
- a 200 mm diameter forcemain along Richmond Street South, Elizabeth Street, Oxford Street and Easement discharging to the waste stabilization pond

Sanitary sewers on London Road, Mill Street, Nelson Street, Richmond Street North, Richmond Street South, Wellington Street, Queen Street, Lorne Avenue, King Street (Hwy No. 84), Easements, Oxford Street, ALbert Street, York Crescent, York Street, Brock Street, Elizabeth Street;

A waste stabilization pond providing 365-day retention, constructed in three cells:

- Cell No. 1 - 70,099 m³
- Cell No. 2 - 74,054 m³
- Cell No. 3 - 71,781 m³

Cells did operate in series but the inlet structure has been reconfigured to distribute raw sewage to Cell No. 1 and Cell No. 3 simultaneously with Cell No. 2 held as an emergency or maintenance provision.

- outfall pipe to Black Creek as emergency overflow provision
- effluent pipe from outfall pipes junction manhole to the filter pumping station

Phosphorus Removal System:
- one (1) 27000 litre capacity phosphorus removal chemical storage tank and two (2) metering pumps (one standby)
Intermittent Sand filters:
- a wetwell type filter pumping station equipped with two (2) submersible pumps (one standby) with a common discharge pipe to the distribution chamber
- a distribution chamber with a flowmeter and two forcemains with a control valve chamber to the intermittent sand filters
- two (2) intermittent sand filters each having a surface area of 2300 m² with fourteen (14) surface distribution laterals and sixteen (16) bottom collection laterals to a common gravity outlet sewer

Site (Name):
Type: Method of Disinfection
Sub Type: Ultraviolet
Comments:
- one (1) contingent future ultraviolet disinfection system

Site (Name):
Type: Effluent Discharge Receiver
Sub Type: Surface Water
Comments:
- an outfall sewer with a cascade outfall structure to Black Creek

Site (Name):
Type: Effluent Discharge Frequency
Sub Type: Seasonal
Comments:
Prior to Substantial Completion of the Proposed Works, the Owner shall operate the Works such that discharge is conducted on a semi-annual basis as follows:

- spring - discharge commencing after the liquid surface in the lagoon has become free of ice cover, terminating within 45 days thereafter, and continuing for not less than 14 days

- fall - discharge commencing not earlier than October 15 and terminating not later than November 30, and continuing for not less than 14 days

Upon Substantial Completion of the Proposed Works, the Owner shall operate the Works such that discharge is conducted continually during the period from April 16 to November 30; not to exceed 3615 m³/day daily hydraulic loading rate on the intermittent sand filter
INSPECTION SUMMARY

INTRODUCTION

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment legislation and control documents, as well as conformance with Ministry related policies for the inspection period.

This wastewater treatment and collection system is subject to the legislative requirements of the Ontario Water Resources Act (OWRA), the Environmental Protection Act (EPA), and the Nutrient Management Act, 2002 (NMA) and regulations made therein. This inspection has been conducted pursuant to Section 15 of the OWRA, Section 156 of the EPA and Section 13 of the NMA.

This inspection does not in any way suggest that all applicable legislation and regulations were evaluated. It is, and remains the responsibility of the owner, to ensure compliance with all applicable legislative and regulatory requirements.

The Municipality of Bluewater (hereafter referred to as the Owner) owns the Hensall Sewage Lagoons, located at 39868 Rodgerville Road in the Municipality of Bluewater. The facility serves the population of Hensall (approx. 1200). The Town employs the Ontario Clean Water Agency (hereafter referred to as OCWA) as the Operating Authority.

The inspection was completed by Provincial Officer Mark Smith on October 22, 2014. The most recent previous inspection was completed on February 8, 2012. Renee Hornick (Process Compliance Technician for OCWA) and Devon Webb (Team Lead for OCWA) were both interviewed and provided a tour of the works. The scope of this inspection is from January 2012 to September 30, 2014.

AUTHORIZING/CONTROL DOCUMENTS

- The owner had a valid Environmental Compliance Approval for the sewage works.

Environmental Compliance Approval # 1-0272-71-753506 was issued October 21, 1975 and was the ECA in force at the start of the scope of this inspection.

Environmental Compliance Approval # 3-0246-97-006 was issued June 27, 1997 but never came into force as the ECA approved only the 'planned works' without revoking and replacing the previous ECA. The 'planned works' were never constructed.

Environmental Compliance Approval # 3636-9B3NMA was issued on September 25, 2013. This ECA revokes and replaces the two (2) aforementioned ECAs. A copy of this approval was available during the inspection. This Approval will hereafter be referred to as 'the ECA' in this report.

CAPACITY ASSESSMENT

- The annual average daily flow was not approaching the rated capacity of the sewage works.

Rated capacity is listed in the annual reports as 668 m³/day which OCWA indicated was the value taken from the Annual Reports issued by the previous Operating Authority. ECA # 1-0272-71-753506 issued in 1975 was in force until the issuance of the current ECA; this previous ECA set the design capacity as the volume of the three (3) cells divided by 365 days retention time. This value (Cell No. 1 – 15.42 MIG, Cell No. 2 – 16.29 MIG, Cell No. 3 – 15.79 MIG) of 47.5 MIG
CAPACITY ASSESSMENT

converts to roughly 215939 m³ which, when divided by 365 gives a design capacity of 591.6 m³/day. The daily average flow rates during the inspection period were:

2012 - 422.26 m³/day; represents approx. 71% of rated capacity

2013 - 504.31 m³/day; represents approx. 85% of rated capacity

2014 - 479.91 m³/day (data from three quarters of the year; Jan-Sept); represents approx. 81% of rated capacity

These values indicate that two years exceeded the 80% capacity level. However, the Works has been upgraded and now has a capacity of 980 m³/day. This community has a low growth rate and this current upgrade to the New Hamburg process gives the Client the ability to have a continuous discharge during the non-freezing months. This ability will satisfy the capacity requirements of this Client for some time depending on growth.

- The owner was in conformance with the designed rated capacity for average daily flow into the sewage works.

- The owner of the sewage works had not prepared a written statement certified by a Professional Engineer confirming that the proposed works were constructed in accordance with the Environmental Compliance Approval.

The facility was undergoing an upgrade during the inspection.

- Flow measuring devices were not installed, calibrated and maintained in accordance with the requirements of the Environmental Compliance Approval.

The flow measuring devices were not available during the upgrade of the Works and Richmond Street Pumping Station. These devices will be installed and calibrated as part of the upgrade to enable OCWA to monitor influent and effluent flow rates as per Condition 10 (7) of the ECA.

- Flow rates were not recorded at a frequency prescribed by the Environmental Compliance Approval.

Flows were recorded in SCADA and through manual entry by the operators in log sheets. The documents submitted to the Ministry during the inspection included the “Hensall Sewage Lift Station” log sheets which contained the manual flow meter readings made by the OIC. These manual recordings were disorganized and hard to read as well as missing flow data in the log sheets for 2012.

There were significant discrepancies between SCADA data submitted to the Ministry in the first two quarters of 2014 and flows recorded by the Operators in the daily pumping station log sheets. The average values of this data did not match that submitted to the Ministry.

TREATMENT PROCESSES

- The owner had ensured that all equipment was installed in accordance with the Environmental Compliance Approval.

Upgrades to the facility will be verified by the submission of a written statement by a Professional Engineer.
**TREATMENT PROCESSES**

- The works, related equipment and appurtenances were being operated and maintained to achieve compliance prescribed by the Environmental Compliance Approval.

- The operator-in-charge had ensured that all equipment used in the processes was monitored, maintained, inspected, tested and evaluated.

  OCWA has developed and submitted for review, an extensive Operations Manual (latest revision dated October 16, 2014). There is also a binder of S.O.P.s (latest revision dated October 17, 2014) and a Facility Emergency Plan Binder (latest revision dated October 17, 2014).

  Log books and Operator checklists show that OCWA follows their list of procedures to ensure the process is maintained and monitored properly.

- The owner/operating authority was able to demonstrate that best efforts were used to achieve the objectives listed in the Environmental Compliance Approval conditions.

  OCWA has weekly checklists for operator duties to ensure proper operation and oversight of the works.

- The sewage works effluent was essentially free of foreign substances on the day of the inspection.

**EFFLUENT QUALITY AND QUANTITY**

- The sewage works effluent limits were prescribed by the Environmental Compliance Approval.

  ECA # 1-0272-71-753506, was issued October 21, 1975 and contained no limits. This ECA was in force at the start of the inspection period until ECA # 3636-9B3NMA, issued September 25, 2013 came into force. Until that time the effluent would be measured against Ministry Guidelines in Procedure F-5-1, Table 1.

  ECA # 3636-9B3NMA prescribes a set of limits previous to substantial completion and a subsequent set of limits to take force upon substantial completion.

  Effluent Limits (Previous Works) are found in Condition 7 (1), Table 3.

  Note: Environmental Compliance Approval # 3-0246-97-006 was issued June 27, 1997 but never came into force as the ECA approved only the 'planned works' without revoking and replacing the previous ECA. The 'planned works' were never constructed.

  ECA # 3636-9B3NMA revokes and replaces the two (2) aforementioned ECAs.

- The sewage works effluent sample results demonstrated compliance with BOD5 or CBOD5 limits prescribed by the Environmental Compliance Approval.

  The CBOD5 limits during the inspection period were as follows:

  2012 up to September 25, 2013, when ECA # 3636-9B3NMA was issued, the CBOD5 limit was based on Ministry Procedure F-5-1 Effluent Criteria as listed in Table 1.
EFFLUENT QUALITY AND QUANTITY

September 25, 2013 to the end of the inspection period (September 31, 2014) ECA # 3636-9B3NMA prescribed a monthly average concentration of 30 mg/L and a waste average monthly loading of 18.4 kg/d.

All values reported were below the effluent limits during the scope of the inspection.

- The sewage works effluent sample results demonstrated compliance with total suspended solids limits prescribed by the Environmental Compliance Approval.

The TSS limits during the inspection period were as follows:

2012 up to September 25, 2013, when ECA # 3636-9B3NMA was issued, the TSS limit was based on Ministry Procedure F-5-1 Effluent Criteria as listed in Table 1.

September 25, 2013 to the end of the inspection period (September 31, 2014) ECA # 3636-9B3NMA prescribed a monthly average TSS concentration of 40 mg/L and a waste average TSS monthly loading of 24.5 kg/d.

All values reported were below the effluent limits during the scope of the inspection.

- The sewage works effluent sample results demonstrated compliance with total phosphorous limits prescribed by the Environmental Compliance Approval.

The TP limits during the inspection period were as follows:

2012 up to September 25, 2013, when ECA # 3636-9B3NMA was issued, the TSS limit was based on Ministry Procedure F-8.

September 25, 2013 to the end of the inspection period (September 31, 2014) ECA # 3636-9B3NMA prescribed a monthly average TP concentration of 1.0 mg/L and a waste average TP monthly loading of 0.61 kg/d.

All values reported were below the effluent limits during the scope of the inspection.

- The sewage works effluent sample results met the effluent objectives stated in the Environmental Compliance Approval.

The effluent objectives during the inspection period were as follows:

2012 up to September 25, 2013, when ECA # 3636-9B3NMA was issued, the effluent objectives were based on Ministry Procedure F-5-1 Effluent Criteria as listed in Table 1 (values in mg/L):

- BOD5: 25.0
- TSS: 30.0
- TP: 1.0

September 25, 2013 to the end of the inspection period (September 31, 2014) ECA # 3636-9B3NMA prescribed the following objectives (values in mg/L):

- BOD5: 25.0
- TSS: 30.0
- TP: 1.0
**EFFLUENT QUALITY AND QUANTITY**

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</table>

Effluent data reported indicates that the objectives were met during the inspection period with the exception of:

- May 2014 TP effluent concentration of 0.82 mg/L

- **The sewage works effluent was discharged in accordance with Environmental Compliance Approval.**

- **The sewage works effluent was discharged during the prescribed period.**

The seasonal discharge period during the inspection period was as follows:

2012 up to September 25, 2013, when ECA # 3636-9B3NMA was issued, there was no condition regarding discharge. Discharges were made in the Spring and Fall.

September 25, 2013 to the end of the inspection period (September 31, 2014) ECA # 3636-9B3NMA prescribed a spring and fall discharge.

Discharges were made in season during the scope of the inspection.

- **The inspector collected audit samples during the inspection.**

E. coli was the only parameter sampled for as per Ministry direction.

- **The results of audit samples collected by the Inspector met the effluent limits or operational guidelines.**

The audit sample results for E. coli are attached to the inspection report. The results were 180 cfu/100 mL; there is no limit prescribed until completion of the proposed works.

Note: This sample result must be qualified because the temperature upon receipt of the sample at the lab was > 10 degrees Celsius. The temperature of the water discharging was still high due to the season and the ice in the cooler was not enough to reduce the temperature.

**MONITORING REQUIREMENTS**

- **The sampling requirements were prescribed by the Environmental Compliance Approval.**

ECA # 1-0272-71-753506, issued October 21, 1975 and did not prescribe monitoring. This ECA was in force at the start of the inspection period until ECA # 3636-9B3NMA, issued September 25, 2013 came into force. Until that time the monitoring would be based on the Ministry Guidelines in Procedure F-10-1, Table 2, which includes:

- monthly raw sewage samples:
  - BOD5
MONITORING REQUIREMENTS

- Suspended Solids
- Total Phosphorus

- Prior to discharge sample:
  - BOD5
  - Suspended Solids
  - pH
  - Total Phosphorus
  - Total Kjeldahl Nitrogen
  - Hydrogen sulphide (if odour present)
  - Dissolved oxygen (if odour present)

- twice per week, with a minimum of two samples during discharge:
  - BOD5
  - Suspended Solids
  - Total Phosphorus
  - Ammonia + Ammonium
  - Total Kjeldahl Nitrogen
  - Nitrite as N
  - Nitrite as N
  - Hydrogen sulphide (if odour present)
  - Fecal coliform or E. coli

ECA # 3636-9B3NMA prescribes monitoring parameters and frequencies, previous to substantial completion of the proposed works and a subsequent set of monitoring parameters and frequencies scheduled to take force upon substantial completion of the proposed works.

Monitoring requirements (Previous Works) are found in Condition 10 (3), Table 5 - Influent Monitoring, Table 6 - Lagoon Content Monitoring, and Table 7 - Effluent Monitoring of the ECA:

Quarterly Influent Monitoring:
  - BOD5
  - Total Suspended Solids
  - Total Phosphorus

Lagoon Content Monitoring (7 days prior to scheduled seasonal discharge):
  - CBOD5
  - Total Suspended Solids
MONITORING REQUIREMENTS

- Total Phosphorus

Effluent Monitoring
- CBOD5
- Total Suspended Solids
- Total Phosphorus

Note: Environmental Compliance Approval # 3-0246-97-006 was issued June 27, 1997 but never came into force as the ECA approved only the 'planned works' without revoking and replacing the previous ECA. The 'planned works' were never constructed.

ECA # 3636-9B3NMA revokes and replaces the two (2) other ECAs.

- All sewage works effluent sampling requirements prescribed by the Environmental Compliance Approval were met.

- All sewage works influent (raw sewage) sampling requirements prescribed by the Environmental Compliance Approval were met.

- The owner had maintained the monitoring records since the date of the last inspection.

REPORTING REQUIREMENTS

- The reporting requirements were prescribed by an Environmental Compliance Approval.

The ECA was issued last year (2013) and prescribed the following (paraphrased from ECA Condition 11):

1. start up date of proposed works one week prior to start up
2. details regarding bypass reporting
3. exceedance notification
4. Part X EPA spill notification
5. documents made available to Ministry staff
6. submission of annual report and requirements for contents of this report

- All other reporting requirements prescribed by the Environmental Compliance Approval were met.

During the inspection the following was found:
- The Client has not yet completed the start up of the proposed works
- Bypasses during the inspection period were reported as required
- No exceedances occurred during the inspection period
- The Client reported spill(s) that occurred during the inspection period as prescribed
REPORTING REQUIREMENTS

- During the inspection the Client made all documentation available to the inspector
- the requirement for annual report prescribes the "...first annual period following the commencement of operations..." The Client has submitted an annual report previous to being required to; starting in 2014, the annual report shall be required to satisfy the contents prescribed in Condition 11 (6).

- All reports were submitted in accordance with Ministry recommendations.

- The owner/operator maintained a logbook and/or records of all bypasses/overflows which occurred from any portion of the sewage works in accordance with the Environmental Compliance Approval.

  The Client notified the Spills Action Centre (SAC) as required in Condition 5 (2) of the ECA. There are no users downstream from this discharge.

BYPASSES AND OVERFLOWS

- Bypasses/overflows had occurred at the sewage works during the inspection period.

  There were three (3) overflows from the Hensall Lift Station that occurred during the inspection period. All of these overflows occurred in 2014 and were due to weather related issues.

- For all bypasses/overflows which occurred from the sewage treatment plant, samples were collected and analyzed in accordance with the Environmental Compliance Approval.

  Results of the samples taken were made available to the Ministry.

- Notices and written reports of all bypasses/overflows were provided to the Ministry in accordance with the Environmental Compliance Approval.

- All required verbal notifications of spills were provided forthwith as per O. Reg. 675/98 section 13.

WASTEWATER COLLECTION SYSTEMS

- A characterization study had not been undertaken.

  The three (3) overflows that occurred in 2014 were the only bypass/overflow events that occurred during the inspection period. Theses overflows occurred from the lift station and should be addressed with the upgrade that has recently been completed at the lift station.

  The Client also has plans to test the collection system to determine if there are roof leader/building foundations connections. There are tentative plans to complete smoke testing.

BIOSOLIDS MANAGEMENT

- The owner was not maintaining records of the amount of biosolids generated at the sewage works.

  As a lagoon system, there is no mechanism for recording quantities of biosolids generated at the Works.
BIOSOLIDS MANAGEMENT

- The owner of the facility had written contingency plans or other management methods in place to be used in the event that the facility's sludge storage capacity was not sufficient.
  
  The Client has plans in place to check the sludge depths and remove sludge when necessary.

- The facility did not receive sludge or biosolids from another location.

- The owner did not have a program for the routine removal of sludge from the lagoon system.
  
  Sludge storage occurs in the lagoons where the solids settle out.

- Biosolids audit samples were not collected during the inspection.

CERTIFICATION AND TRAINING

- The classification certificates of the subsystems were conspicuously displayed at the workplace or at premises from which the subsystem was managed.
  
  Classification certificates were displayed at the pumping station. Upgrades will change the classification of the treatment facility so a new certificate will be required.

- Operator licences were displayed in a conspicuous location at the workplace or at the premises from which the subsystem was managed.
  
  Operator licenses were displayed in a binder at the OCWA office in a binder due to the large number of operators working out of the hub servicing the Hensall Lagoon.

- The overall responsible operator had been designated for the wastewater treatment and collection works.
  
  OCWA has designated the Hub Manager as the ORO for this facility. He is licensed as a Class IV Wastewater Treatment Facility Operator; License No. 7322 which expires on July 31, 2015.

- An adequately licensed operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to act.
  
  OCWA has designated the Compliance Technician as the back up ORO for this facility. She is licensed as a Class IV Wastewater Treatment Facility Operator; License No. 4207 which expires on March 31, 2015.

- All operators had the appropriate level of licences for the wastewater treatment and collection works.

- Only licenced operators made adjustments to the treatment equipment.

- Operators-in-charge were designated for the wastewater treatment plant and all associated collection works.

- The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.

LOGBOOKS
LOGBOOKS

- The logs and other record keeping mechanisms did not comply with the record keeping requirements.

  Log books are missing some details that are required by O. Reg. 129/04 s. 19, including:

  - the operator who made the entry into the log book is not always "...unambiguously identified as the maker of the entry;" as per s. 19 (4). The initials of the operator are used and it is not always apparent who the initials belong to.

  - time that shift started and ended is not always recorded when an entry is made into the log book as per s. 19 (5) (1)

  - when there are more than one operator on shift, all operators' names should be documented as to their hours on duty and have it clearly delineated which operator is designated as OIC

- Logs and other record keeping mechanisms were available for at least two (2) years.

OPERATIONS MANUALS

- The operations and maintenance manuals met the requirements of the Environmental Compliance Approval.

- Operators and maintenance personnel had ready access to operations and maintenance manuals.

  Manuals are kept in hard copy at the OCWA Hub offices.

- The operations and maintenance manuals contained up-to-date plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.

CONTINGENCY/EMERGENCY PLANNING

- Spill containment was provided for the process chemicals and/or standby power generator fuel.

  Secondary containment is present on the stand-by generator fuel storage (built-in double walled tank) as well as the new alum tank.

- The owner had provided security measures for the facility.

  There is perimeter fencing at the Works property and the buildings and gates are kept locked when an operator is not present.
NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. The owner of the sewage works had not prepared a written statement certified by a Professional Engineer confirming that the proposed works were constructed in accordance with the Environmental Compliance Approval.

   The facility was undergoing an upgrade during the inspection.

   **Action(s) Required:**
   The owner will supply a written statement certified by a Professional Engineer upon completion of the upgrade.

2. Flow measuring devices were not installed, calibrated and maintained in accordance with the requirements of the Environmental Compliance Approval.

   The flow measuring devices were not available during the upgrade of the Works and Richmond Street Pumping Station. These devices will be installed and calibrated as part of the upgrade to enable OCWA to monitor influent and effluent flow rates as per Condition 10 (7) of the ECA.

   **Action(s) Required:**
   The owner will supply a written statement certified by a Professional Engineer upon completion of the upgrade.

3. Flow rates were not recorded at a frequency prescribed by the Environmental Compliance Approval.

   Flows were recorded in SCADA and through manual entry by the operators in log sheets. The documents submitted to the Ministry during the inspection included the "Hensall Sewage Lift Station" log sheets which contained the manual flow meter readings made by the OIC. These manual recordings were written in a manner that made them hard to read. There were a few days missing flow data in the log sheets for 2012.

   There were significant discrepancies between SCADA data submitted to the Ministry in the first two quarters of 2014 and flows recorded by the Operators in the daily pumping station log sheets. The average values of this data did not match that submitted to the Ministry.

   **Action(s) Required:**
   It is recommended that OCWA review their record keeping procedures and ensure reliable and consistent data entry once the new flow meters are online. Operators are encouraged to write entries in a manner that make the entries legible to others.

   Note: During the writing of this inspection report OCWA determined the administrative error responsible and have committed to reviewing the data and correcting any errors in submission. They have also submitted some of the missing data.

4. The logs and other record keeping mechanisms did not comply with the record keeping requirements.

   Log books are missing some details that are required by O. Reg. 129/04 s. 19, including:
   - the operator who made the entry into the log book is not always "...unambiguously identified as the maker of the entry;" as per s. 19 (4). The initials of the operator are used and it is not always apparent who the initials belong to.
   - time that shift started and ended is not always recorded when an entry is made into the log book as per s. 19 (5) (1)
- when there are more than one operator on shift, all operators' names should be documented as to their hours on duty and have it clearly delineated which operator is designated as OIC

**Action(s) Required:**

The Client should review O. Reg. 129/04 and ensure that log book entries satisfy the requirements prescribed by s. 19 of the aforementioned Regulation.
SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. A characterization study had not been undertaken.

   The three (3) overflows that occurred in 2014 were the only bypass/overflow events that occurred during the inspection period. These overflows occurred from the lift station and should be addressed with the upgrade that has recently been completed at the lift station.

   The Client also has plans to test the collection system to determine if there are roof leader/building foundations connections. There are tentative plans to complete smoke testing.

   **Recommendation:**
   No further actions recommended.

2. The owner was not maintaining records of the amount of biosolids generated at the sewage works.

   As a lagoon system, there is no mechanism for recording quantities of biosolids generated at the Works.

   **Recommendation:**
   No recommendations.

3. The owner did not have a program for the routine removal of sludge from the lagoon system.

   Sludge storage occurs in the lagoons where the solids settle out.

   **Recommendation:**
   Sludge depth in the lagoons was measured by a contractor and it was determined that sludge removal was to be completed in the Spring of 2015.
### SIGNATURES

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<tr>
<td>Mark Smith</td>
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<tr>
<td>Gary Johnson</td>
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**Review & Approval Date:**

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.
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Helpful Resources for Municipal Wastewater Owners and Operators

Many useful materials are posted on the Ministry of the Environment’s Resources website to help in the operation of your wastewater system.

Below is a list of key materials frequently used by owners and operators of municipal wastewater systems. To read or download these materials, go to the Ministry of the Environment’s Resources website and search in the resources section by publication number.

Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or picemail.moe@ontario.ca.

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<td>3074e F-10 Sampling And Analysis Requirements For Municipal And Private Sewage Treatment Works (Liquid Waste Streams Only)</td>
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<td>Other</td>
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<td>7699e Licensing Guide for Operators of Wastewater Treatment Facilities</td>
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ontario.ca/drinkingwater
Ressources utiles pour les propriétaires et les exploitants d’installations municipales d’eaux usées

La page des Ressources du site du ministère de l’Environnement contient de nombreux documents utiles qui peuvent vous aider dans l’exploitation de votre installation d’eaux usées.

Le tableau ci-dessous présente des documents que consultent souvent les propriétaires et les exploitants d’installations municipales d’eaux usées. Pour les lire ou les télécharger, allez à la page des Ressources du site du ministère de l’Environnement et consultez la section des ressources par numéro de publication.

Si vous avez des questions ou besoin d’aide, veuillez contacter le Centre d’information au 1 800 565-4923/416 325-4000 ou à picemail.moe@ontario.ca.

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<td>Guide sur l’accréditation des exploitants d’installations d’eaux usées</td>
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ontario.ca/eaupotable
ADOPTION OF BLUEWATER’S EMERGENCY MANAGEMENT PROGRAM

RECOMMENDATION:

That By-law 11-2015, being a By-law to formulate an Emergency Management Program for the Protection of Public Safety, Health, Environment, Critical Infrastructure and Property, receive first, second, third and final reading this February 17th, 2015; and

That the Mayor and Clerk be authorized to sign the By-law as attached.

REPORT:

The purpose of this report is to establish an Emergency Management By-law that meets the requirements of all applicable legislation and meets the emergency needs of the Municipality of Bluewater. Bluewater’s Committee of the whole made recommendation that the attached plan and by-law be forwarded to Council for approval.


Since that time, there have been modifications to staff positions, their respective roles and responsibilities and their relationship to the emergency plan and as such, Bluewater’s Emergency Management Plan has been updated to reflect these changes in addition to the establishment of an Emergency Management Program Committee.

Ontario Regulation 380/04, issued in 2004, was made under the Emergency Management Act setting out the standards for municipal emergency management programs. This regulation prescribes that Council shall establish an emergency management program committee to advise Council on the development and implementation of the program, which includes reviewing the program annually and making recommendations to Council, as appropriate.

Legislation provides that Council may appoint members of Council and others who may be involved in emergency management including officials or employees of any level of government, representatives of organizations outside of government and persons representing industries to this committee.

The Emergency Response Plan and attached By-law set forth that a Municipal Emergency Management Program Committee be established for the Municipality of Bluewater consisting of the:

- Mayor
- Chief Administrative Officer
- Community Emergency Management Co-ordinator
- Deputy Clerk
- Treasurer
- Manager of Public Works
- Fire Chief
- Facilities Superintendent

The Municipal Emergency Management Program Committee is responsible for the planning and preparedness of emergencies. Operational control and implementation of the emergency plan are the responsibilities of the municipal
Emergency Control Group, which is a separate group; the composition of which is also prescribed by the regulation and the members of which must be appointed by Council through the adoption of the Emergency Response Plan.


Municipal Council is required by this legislation to adopt a by-law establishing the municipal Emergency Management Program and the Emergency Response Plan.

Existing Legislation and Proposed Approach to Emergency Planning
The approach to dealing with emergencies in Ontario has evolved to managing risk through comprehensive programs which encompass prevention of, mitigation of, preparing of, responding to and recovering from emergencies and disasters. A risk-based program-approach to emergency management is consistent with national and international norms and best practices.

In April 2003 the Emergency Plans Act, R.S.O. 1990, c.E.9, was replaced by the Emergency Management Act, R.S.O., 1990 c.E.9 and Section 2.1 states, “Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.”

The legislation also states that the emergency management program shall comprise an emergency plan, training and exercise programs to ensure the readiness of employees and other persons to act under the emergency plan, and public education on risks to public safety and on public preparedness. The legislation requires that municipalities ensure that their emergency management programs and plans conform to the standards set by regulation.

Section 3.(1) of the Emergency Management Act states, “Every municipality shall formulate an emergency plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.”

It is noted that Appendices are not attached to the Emergency Response Plan when approved by Council, as information contained within them is protected by the Freedom of Information Act. Appendices are updated regularly by staff without the need to amend the Plan.

RELATIONSHIP TO THE STRATEGIC PLAN:
The primary role and function of Bluewater as a municipality is the provision of public services. The municipality has been created to organize and deliver public services that are important to and valued by the residents, that contribute to their quality of life and that create a distinctive character and foundation for the community.

Respectfully submitted,

Dave Johnston, Fire Chief/CEMC

If you have any questions concerning the contents of this report, please contact:
Dave Johnston: 519-236-4351 ext. 242 Email: d.johnston@town.bluewater.on.ca

Concurred:

Gary Long, CAO/Clerk
THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER

BY-LAW NUMBER 11-2015

Being a by-law to formulate an emergency management program for the protection of public safety, health, environment, critical infrastructure and property

WHEREAS the Province of Ontario has passed Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9, as amended 2009.

AND WHEREAS Section 2.1 (1) of the Act requires that every municipality shall develop and implement an emergency management program and the council of the municipality shall by bylaw adopt the emergency management program;

AND WHEREAS Section 3 (1) of the Act requires every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

AND WHEREAS, Section 4 (1) of the Act makes provision for the Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area;

AND WHEREAS, Section 9 (c) of the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his/her inability to act;

AND WHEREAS, Section 9 (a) of the Act authorizes employees of the municipality or, in the case of a plan formulated under section 6 or 8, authorize public servants to take action under the emergency plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE, the Council of the Corporation of the Municipality of Bluewater enacts as follows:

1. That Council approve the development, implementation, maintenance, testing and review of an Emergency Management Program in accordance with the standards published by Emergency Management Ontario in accordance with current legislation and current best practices.

2. That a Municipal Emergency Management Program Committee is hereby established for the Municipality of Bluewater consisting of the:
   - Mayor
   - Chief Administrative Officer
   - Deputy Clerk
   - Treasurer
   - Manager of Public Works
• Fire Chief
• Community Emergency Management Co-ordinator
• Facilities Superintendent

3. That the Municipal Emergency Management Program Committee shall review annually and, if necessary, recommend changes to the plan as considered appropriate and refer recommendations to Council for further review and approval.

4. That the Emergency Response Plan attached hereto as Schedule “A” of this By-Law is hereby adopted.

5. That Council authorize staff to make administrative changes to the plan including changes due to personnel changes, organizational changes, contact information, phone numbers and other administrative matters.

6. That all by-laws or motions passed that are inconsistent with the provisions hereof, are hereby repealed.

By-law read a first and second time this 17th day of February, 2015.

By-law read a third time and finally passed this 17th day of February, 2015.

_____________________________
Tyler Hessel, Mayor

_____________________________
Gary Long, CAO/Clerk
COMMUNITY

EMERGENCY

RESPONSE PLAN

MUNICIPALITY OF
BLUEWATER

2001

FEBRUARY 2015

(Schedule “A” to By-law 11-2015)
Protection of Information

The Community Emergency Response Plan is a public document available for release to the public.

However, the APPENDECIES ARE NOT PUBLIC DOCUMENTS, AND ARE NOT AVAILABLE FOR RELEASE TO THE PUBLIC.

The appendices are protected under the Municipal Freedom of Information and Protection of Privacy Act. The appendices are only to be released pursuant to a lawful order or direction of a Court of competent jurisdiction.

Unauthorized release of information contained in the appendices may place municipal staff or assets at risk.
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INTRODUCTION

1.1 PREAMBLE
Municipalities routinely respond to situations requiring fire, police, ambulance, and public works services. However, some situations may escalate beyond the scope of normal operations – these situations need to be dealt with via an emergency plan. The Municipality of Bluewater Community Emergency Response Plan is a generic and flexible document, adaptable to any emergency situation.

This plan is a tool to assist emergency personnel and municipal staff in their response to such situations. In order to use this tool to its full potential, it is important that staff is aware of their roles and responsibilities within the response framework.

1.2 AIM
The Emergency Response Plan (the Plan) offers a standardized municipal response to a crisis situation, rather than identifying countermeasures to all conceivable emergencies. The plan therefore outlines a process for municipal authorities to:

- assess the severity of an incident
- determine an appropriate response strategy

1.3 AMENDING THE PLAN
This Plan may be amended by the Fire Chief/Community Emergency Management Coordinator (CEMC). The appendices do not form part of the Plan. Proposals for amendments to the Plan or its appendices shall be submitted to the Emergency Management Program Committee through the Fire Chief/CEMC. Amendments to the plan require Council approval except for the following:

- Minor editorial changes such as text including page numbering
- Section numbering
- Changes to Provincial Statute references
- General references

1.4 SCOPE
This plan supersedes and replaces all previous plans and procedures for emergency management enacted by the Municipality of Bluewater.

In order to establish an effective municipal response to an emergency, the Plan includes mechanisms to:

- Coordinate a prompt and organized response by emergency services
- Ensure the unimpeded access of emergency vehicles
- Establish methods to organize the evacuation of endangered residents
- Ensure that proper medical treatment is available for casualties
- Eliminate all sources of danger to residents and property
- Coordinate suitable accommodation for evacuees, casualties and emergency response personnel
1.5 DEFINITIONS

**Emergency**: The Emergency Management and Civil Protection Act defines an emergency as: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise.”

For the purposes of this plan, an emergency may be defined as a situation or the threat of an impending situation, abnormally affecting the health, safety, welfare and property of the residents of the Municipality, which by nature of its magnitude, requires a controlled and coordinated response by multiple agencies, under the direction of the Emergency Control Group. Emergencies are distinct from the normal daily routine carried out by municipal first response agencies/departments such as fire, police, EMS, health, etc.

**Emergency Control Group (ECG)**: A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization’s response to an emergency including, the implementation of its emergency response plans and procedures.

**Emergency Operations Centre (EOC)**: A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

**Emergency Area**: The area in which the emergency exists.

**Emergency Reception/Evacuation Centre**: A facility used to register and/or provide care/shelter to persons displaced by the emergency.

**Ontario Disaster Relief Assistance Program (ODRAP)**: This is an assistance program designed to help municipalities, individuals, farmers, small business, and non-profit organizations get back on their feet after a natural disaster. It is intended to cover the costs of returning essential items to pre-disaster condition for people who have suffered damage in designated disaster areas.

**Emergency Site Manager**: Appointed by the Emergency Control Group to ensure the agencies responding to the site of the emergency are coordinated in their response.

**Emergency Information Officer**: Acts as the spokesperson through which all information is released and all interviews are organized. To ensure information is accurate, news releases will be reviewed by the Emergency Control Group and authorized by the Mayor.
2.1 **AUTHORITY**
The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 is the legal authority for this emergency management plan in Ontario. The Emergency Management and Civil Protection Act states that: “The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

2.2 **PUBLIC ACCESS TO THE PLAN**
Section 10 of the *Emergency Management and Civil Protection Act* provides that an emergency plan must be available to the public during regular business hours at the municipal office. The Plan (without the appendices) will be made available to the public at the Office of the Clerk.

2.3 **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**
Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended.
EMERGENCY CONTROL GROUP (ECG) – ROLES AND RESPONSIBILITIES

3.1 COMPOSITION OF THE EMERGENCY CONTROL GROUP
The Emergency Control Group is comprised of persons holding the following positions, or their designate:

- Mayor
- Chief Administrative Officer (CAO)
- Community Emergency Management Coordinator (CEMC)
- Fire Chief
- Treasurer
- Deputy Clerk
- Manager of Public Works
- Facilities Supervisor
- Chief Building Official
- OPP Official (as required)
- Huron County Emergency Medical Services (EMS) (as required)
- Social Services Representative (as required)
- Health Unit Representative (as required)

Additional personnel called or added to the Emergency Control Group may include:

- Community Care Access Centre for Huron County
- Water/Waste Water Authority
- Ausable Bayfield Conservation Authority
- Municipal Solicitor

Dependent on the emergency other municipal staff, and outside experts may be called upon to join the Emergency Control Group. The Emergency Control Group can be called together in whole or in part without the declaration of an emergency.

3.2 RESPONSIBILITIES
The following section outlines responsibilities that will be carried out at the discretion of each individual or agency, or at the request of the Emergency Control Group.

For all officials responding to emergencies, it is essential that:

- All actions are made in good faith and are not contrary to law
- Precautions are taken to ensure the safety and welfare of any employees or volunteer under their control

3.3 EMERGENCY CONTROL GROUP
In an emergency situation, the Emergency Control Group acts as the coordinating body for all Municipality emergency services and are responsible for the following:

- Assembling at the Emergency Operations Centre (EOC) at the request of the Emergency Alerting System
- Delegating a suitable alternate for an Emergency Control Group member and their alternate who is absent or unable to act
- Designating an area of the Municipality as an “Emergency Area” where Municipality personnel and equipment will be assembled, as required
- Meeting as a group to exchange information, assess the situation and determine the appropriate response procedure
- Requesting resources from any agency or service prior to the Declaration of an Emergency
- Advising the Mayor on the need to declare a Municipality-wide emergency in all, or part, of the Municipality
- Appointing an Emergency Site Manager
- Advising the Mayor on the need to discontinue any utility or service provided by public or private organizations that directly threatens the welfare of residents or “emergency workers” (e.g. hydro, water, gas)
- Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal control as considered necessary
- Appointing an individual possessing experience in media relations to act as an On-Site Media Spokesperson, in order to release accurate and relevant information on emergency operations to the public
- Determining the need to establish a Media Information Centre and requesting the Emergency Information Officer, or alternate, to manage the facility
- Identifying locations where “Emergency Reception/Evacuation Centres” can be established to register volunteers, shelter evacuees and provide medical assistance, as necessary
- Determining if additional volunteers are required and if appeals for volunteers are warranted
- Appointing a Volunteer Coordinator, as required
- Providing required support for on-site emergency workers during and post emergency
- Determining if additional transport is required for evacuation or transport of persons and/or supplies
- Determining the need to replace the lead agency responsible for on-site operations with a department more suitable for emergency recovery activities
- Appointing a lead agency for emergency recovery operations, if the situation has changed and another agency would be more appropriate
- Determining the need to establish advisory group(s) and/or sub-committees
- Appointing an Emergency Site Manager for emergency recovery operations in accordance with this Emergency Plan
- Ensuring that all organizations under its direction are notified when the emergency is terminated
- Coordinate and participate in a debriefing session for all emergency workers after the emergency has been terminated
- Authorizing expenditure of monies required to deal with the emergency
- Prior to the termination of an emergency, the Emergency Control Group will decide on who/how the community will be returned to its pre-emergency state via a Recovery Management Plan
- Provide critical incident stress management services for members of the Emergency Operations Centre and municipal personnel
- Recognize that the trauma suffered by citizens may need to be addressed through coordinating critical incident stress management services at the cost of the citizens

### 3.4 MAYOR

In an emergency, the Mayor or designate, subject to By-law and/or Provincial Legislation, is the Municipality’s primary decision making authority and will have the following responsibilities:
- Following consultation with the Emergency Control Group, declare an emergency to exist
- Chairing and scheduling all meeting of the Emergency Control Group
• Ensure Municipal Council is kept informed of the operations and decisions of the Emergency Control Group
• Approving in consultation with the Emergency Control Group, major announcements and media releases
• Authorizing all Emergency Control Group decisions, including:
  • Evacuation of persons within the Emergency Area, who are judged to be in danger, or whose presence hinders emergency operations
  • Discontinuation of any service which constitutes a hazard to residents or emergency works
  • Appeal for assistance from senior levels of government or any public or private agencies not under municipal control
  • Provision of municipal funds for emergency operations
  • Terminate the emergency at the appropriate time and ensure all concerned have been notified

3.5 CHIEF ADMINISTRATIVE OFFICER (CAO)
In an emergency, the Chief Administrative Officer or designate and his/her staff will be responsible for the following:
• Consulting with the department head, or delegate, of the first agency responding to the incident, in order to determine the need to initiate the Municipality of Bluewater Emergency Alert System
• Instructing the Deputy Clerk to initiate the Municipality of Bluewater Emergency Alert System
• Acting as the chief advisor to the Mayor and Emergency Control Group on municipal procedures and policies, assisting with media and assisting in media relations
• Coordinating all activities of the Emergency Operations Centre, including the provision of support staff and the establishment of a communication link with the initial Site Manager
• Preparing an agenda and providing a secretary for all meetings of the Emergency Control Group
• Ensuring all Emergency Control Group members have briefed their staff on the situation and, if necessary, have requested staff to assist with operations
• Maintaining the usual responsibilities of the Municipality
• Maintaining a log of all Emergency Control Group activities during the emergency and submitting a summary of the log to Municipal Council within one month of the emergency termination

3.6 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)
In an emergency, the Community Emergency Management Coordinator (CEMC) or designate will be responsible for the following:
• Act as a resource and advisor to the Mayor, Chief Administrative Officer and Emergency Control Group especially in regards to emergency procedures
• Ensure that the primary or secondary Emergency Operations Centre sites are stocked and prepared for use
• Providing photo identification cards to ECG members, Fire Department, Public Works, Facilities, and municipal personnel
• Determining an alternate Emergency Operations Centre, if the primary EOC is not suitable
• Liaise with EMO representatives either at the local or provincial level
• Notifying support and advisory staff of the emergency situation and the location of the Emergency Operations Centre, as necessary
• Requesting, in consultation with the ECG, the assistance of any individual or agency capable of supporting emergency operations
• Ensuring that all members of the ECG are supplied with the necessary materials and communication devices to fulfill their emergency response duties
• Supplying individuals and agencies with any information in the Emergency Response Plan Appendices or the Municipal Directory that may be of assistance
• Collate all Emergency Control Group activities during the emergency and submitting a summary of the log to Municipal Council within a month of the emergency termination.

3.7 FIRE CHIEF
In an emergency, the Fire Chief or designate and his/her staff will be responsible for the following:
• Consulting with the Chief Administrative Officer on the need to assemble the Emergency Control Group, if the Fire Department is the first agency responding to the incident
• Appointing an Emergency Site Manager, if the ECG designates the Fire Department as the lead agency for emergency operation
• Coordinating all activities connected with fire suppression, rescue and extraction operations
• Advising the ECG on matters concerning fire suppression and/or prevention in the emergency area
• Coordinating evacuation procedures, if residents are threatened by fire or chemical contamination
• Arranging for additional fire support by notifying the Huron County Fire Coordinator or by requesting assistance from the Fire Marshal of Ontario, when necessary
• Determining if special equipment is required for emergency workers, including breathing apparatus and protective clothing
• Providing assistance and equipment to other municipal departments engaged in large scale, non-firefighting operations (including search and rescue, first aid and pumping operations), as appropriate
• Advising the ECG on the availability of volunteer Fire Department staff, if a prolonged emergency situation is expected
• Maintaining the usual responsibilities of the Fire Department
• Preparing a report outlining the Fire Department’s emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination

3.8 TREASURER
In an emergency, the Treasurer of the Municipality of Bluewater or designate and his/her staff is responsible for:
• Providing the ECG with information and advice on financial matters, as they relate to the emergency
• Assuming the role of the Purchasing Coordinator or appointing an individual knowledgeable in the acquisition of materials to fulfill this responsibility
• Maintaining a record of all expenditures incurred during crisis relief activities
• Acting as a liaison with Clerk-Treasurers of local municipalities
• Ensuring that all emergency response organizations maintain records of expenses incurred in relief operations
• Preparing a claim of the costs attributed to emergency operations and submitting this document to Municipal Council
• Maintaining the usual responsibilities of the Treasurer
• The provision and securing of equipment and supplies not owned by the Municipality of Bluewater, as required by members of the ECG and the Emergency Support and Advisory Staff, to mitigate the effects of the emergency
Should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Mayor and Chief Administrative Officer or alternate(s) to resolve the matter.

Liasing with the Provincial officials with respect to the utilization of provincial emergency relief funds if applicable.

Liasing with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds.

Setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding.

Procuring staff to assist, as required.

Preparing a report outlining the Treasurer’s emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

3.9 MANAGER OF PUBLIC WORKS

In an emergency, the Manager of Public Works or designate and his/her staff will be responsible for the following:

Consulting with the Chief Administrative Officer on the need to assemble the Emergency Control Group, if the Public Works Department is the first agency responding to the incident.

Appointing an Emergency Site Manager, if the ECG designates the Public Works Department as the lead agency for emergency operations.

Ensuring unimpeded road access to the emergency by:

- Clearing any debris that inhibits vehicle movement.
- Maintaining roads and bridges in usable condition.
- Establishing barricades and flashers to better direct traffic.
- Maintaining snow removal and sanding operations.
- Undertaking tree removal operations, in cooperation with Hydro agencies.

Supplying municipal equipment and vehicles with operators, as requested and available.

Procuring and organizing any resources that might assist emergency operations, such as pumping equipment or sandbags.

Acting as a liaison with senior Public Works officials of neighbouring municipalities, if necessary.

Requesting support from any industrial, engineering or construction company that can assist emergency operations.

Acting as the Municipal Flood Coordinator in a flood-related emergency.

Consulting with the Ausable-Bayfield Conservation Authority on flood management matters.

Arranging for, or conducting, such tests as are necessary to determine the degree of hazard existing in buildings from explosive, flammable or toxic agents upon direction from the CBO or Fire Chief.

Arranging for the demolition of unsafe structures upon direction from the CBO.

Maintaining the usual activities of the Public Works Department.

Provides scientific and technical advice and assistance to the ECG.

Recommend, plan and implement programs to improve both source water protection and near shore lake water quality in cooperation with other environmental and conservation authorities.

Works with the Water/Wastewater Operating Authority to maintain safe reliable water and wastewater treatment, as long as possible under the circumstances of an emergency situation, with the parameters of the operating contract.
• Preparing a report outlining the Public Works Department emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination

3.10 CHIEF BUILDING OFFICIAL
In an emergency, the Chief Building Official or designate will be responsible for:
• If upon inspection of a property that was affected by an incident/emergency, the Chief Building Official (CBO) is satisfied that there is non-conformity with the standards of the Municipality to such extent as to pose an immediate danger to the health or safety of any person, the CBO may make an Emergency Order containing particulars of the nonconformity and requiring remedial repairs or other work to be carried out immediately to terminate the danger.
• A CBO may enter upon land and into buildings that were affected by an incident/emergency, without a warrant, for the purpose of inspecting a building to determine whether the building is unsafe.
• A CBO who finds that a building is unsafe may make an order setting out the reasons why the building is unsafe and the remedial steps necessary to render the building safe and may require the order to be carried out within the time specified in the order.
• If an order of a CBO is not complied with within the time specified in it, or where no time is specified, within a reasonable time, the CBO may:
  • by order prohibit the use or occupancy of the building
  • order the building to be renovated, repaired or demolished to remove the unsafe condition or take such other action as he or she considers necessary for the protection of the public.
• Advising the ECG on the structural safety of all buildings affected by the incident and notifying the group on the need to evacuate residents from any building.
• Preparing a report outlining the ir emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

3.11 FACILITIES SUPERVISOR
In an emergency, the Facilities or designate will be responsible for:
• Advise the Emergency Control Group on matters relating to the use of facilities.
• Deployment of staff during emergencies.
• Arrange for security of the Emergency Operations Centre.
• Liaise with Social Services to ensure adequate and appropriate shelter facilities are available and activated as required.
• Preparing a report outlining the Facilities Department emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

3.12 DEPUTY CLERK
In an emergency, the Deputy Clerk or designate will be responsible for:
• Assisting the CAO.
• Initiate the Bluewater Emergency Alerting System.
• Act as secretary for the Emergency Control Group.
• Prepare draft correspondence for the Emergency Information Officer.
• Prepare necessary documents for signature of the Head of Council.
• Maintain the approved decision log.
• Arrange for printing materials as required.
• Maintain the operation of feeding, lodging and meeting areas of the EOC
• Maintain the EOC staffing schedule
• Maintain the EOC check in/out registry

3.13 EMERGENCY INFORMATION OFFICER
This position is set out in by-law # 86-2014 appointing the Chief Administrative Officer. The responsibility for this position is as follows:
• Advising the Emergency Control Group on all matters related to information to be presented to the public through the media, the monitoring of information being presented from the media, and taking direction from the Emergency Control Group
• Establishing a communication link with the Media Spokesperson and any other media coordinator(s), i.e. provincial, federal, private industry, etc., involved in the incident, ensuring that all information released to the media and public is timely, full, accurate and approved
• Ensuring that the Media Information Centre and Press Conference Area is set up and staffed, if required
• Ensuring liaison with the Emergency Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences
• Organize media briefings and preparing the Head of Council and other members of the Emergency Control Group prior to each media briefing, as required
• At the direction of the Emergency Control Group, communicating information regarding the emergency to the public through the media using media kits, news releases, press briefings, public service announcements, flyers, telephones, the internet, and public meetings, as required
• Ensuring that the media releases are approved in consultation with the Emergency Control Group, prior to dissemination, and distributing hard copies of the media release to the Media Information Centre and Press Conference Area, the Emergency Control Group, and other key persons handling inquiries from the media

3.14 OPP OFFICIAL
In an emergency, the OPP Official or designate and his/her staff will be responsible for:
• Consulting with the Chief Administrative Officer on the need to assemble the Emergency Control Group, if the OPP is the first agency responding to the incident
• Appointing an Emergency Site Manager, if the Emergency Control Group designates the OPP as the lead agency for emergency operations;
• Establishing a command post facility at the Emergency Site to restrict access and organize response operations, if appropriate
• Ordering the immediate evacuation of buildings, if residents are threatened by the emergency
• Coordinating evacuation procedures of buildings, if residents are threatened by the emergency
• Maintaining order in the emergency area and safeguarding against the looting of property from casualties, emergency response staff and evacuated buildings
• Notifying the coroner of fatalities and establishing temporary morgues, when required. The location of all bodies will be marked, the fatalities will be tagged and removed to the morgue and the deceased’s next of kin will be notified
• Maintaining order within all Emergency Centres, as required
• Arranging for additional OPP support, if necessary
• Maintaining the usual responsibilities and procedures of the OPP
• Preparing a report outlining the OPP’s emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination
3.15 **EMERGENCY MEDICAL SERVICES (EMS)**

In an emergency, the Chief of Emergency Medical Services or designate and his/her staff is responsible for:

- Liaising with Police, Fire and other agencies active at the site of the emergency
- Liaising with the Emergency Health Services Branch
- Ensuring triage and treatment at the site of the emergency
- Liaising with the Provincial Central Ambulance Communications Centre for the efficient distribution of casualties
- Assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the site for these medical teams
- Assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. emergency medical services units, support units, paramedics, emergency medical services helicopters, etc. The representative of the EMS is then responsible for forwarding all requests to the Central Ambulance Communications Centre
- In conjunction with the Central Ambulance Communications Centre, providing the main radio and telephone communication link through dispatch among health services and notifying the Emergency Control Group who will notify Emergency Management of Ontario of requests for assistance of the Ontario Ministry of Health, Emergency Health Services Branch
- Liaising through the Administrator of Huron County Social Services/Huron County Health Unit/Community Care Access, for information regarding handicapped or disabled citizens that may reside in an area to be evacuated and may require EMS transportation
- Assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required
- Ensuring that medical supplies are available at the Emergency Area and the Reception/Evacuation Centre(s)
- When required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities.
- Preparing a report outlining the Emergency Medical Service’s emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

3.16 **SOCIAL SERVICES REPRESENTATIVE**

In an emergency, the Social Services Representative or designate and his/her staff are responsible for working with the Municipality of Bluewater Facilities Supervisor:

- Coordinating the emergency response activities of the County of Huron Social Services Department;
- Ensuring the well-being of residents displaced from their homes by supervising the opening and staffing of temporary Emergency Reception/Evacuation and Victim Assistance Centre(s), as required
- Requesting the support of voluntary agencies capable of providing emergency lodging, feeding, counselling, clothing and registration services
- Entering into operating agreements with those voluntary agencies that typically support emergency operations (e.g. Canadian Red Cross Society, St. Johns Ambulance, Salvation Army, etc.)
- Arranging for the purchase of food and supplies for “emergency workers”, as required
- Acting as a liaison with the Medical Officer of Health and volunteer agencies on matters relating to the operation of the Emergency Reception/Evacuation Centre(s)
- Discussing with the Emergency Control Group on the need to establish Emergency Reception/Evacuation Centre(s)
• Assuming responsibility for any Emergency Reception/Evacuation Centre(s) established by the Municipality, the OPP or the Fire Department, when appropriate
• Notifying the Emergency Control Group on any supplies necessary at the Emergency Reception/Evacuation Centre(s)
• Preparing a report outlining the Social Services emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination

3.17 HEALTH UNIT REPRESENTATIVE
In an emergency, the Medical Officer of Health or designate and his/her staff will be responsible for:
• Providing advice to the Emergency Control Group on any matters which may adversely affect public health. This will include, but is not limited to, providing advice on the health and safety aspects of the emergency water supplies, sanitation, shelters, food supplies, mass feeding, garbage and sewage disposal
• Provide representation on the Emergency Control Group, appropriate to the emergency situation
• Assessing the emergency situation and determining its potential impact on public health
• Maintaining the essential services of the Health Unit
• Coordinating the response to public health related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies
• Liaising with the Provincial Ministry of Health and Long Term Care, Public Health Branch
• Liaising with other agencies and senior levels of government regarding public health matters related to the emergency situation
• Coordinating all efforts to prevent and control the spread of disease during an emergency. This may include providing leadership and coordinating the response to disease related emergencies or anticipated emergencies such as an influenza pandemic (i.e. act as the lead agency)
• Providing authoritative instructions on public health matters to the public through the Emergency Information Officer
• Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources
• Coordinating the emergency response activities of the Health Unit’s staff
• The Health Unit does not have the authority to direct any local health care providers or services. The Health Unit/Medical Officer of Health will not be operationally involved in:
  • The provision of emergency medical services, staff or supplies
  • The transportation of individuals for medical or other reasons
  • The establishment or operation of Evacuation Centre(s)
  • Providing or ensuring the provision of potable water, food supplies, etc. for the general public
  • Providing psychosocial support to members of the public or emergency responders
• Preparing a report outlining the Health Unit’s emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination

3.18 ADDITIONAL REPRESENTATION
The Emergency Control Group can request the assistance of any other official or agency capable of supporting emergency operations. This section identifies a number of these organizations and outlines what their responsibilities may entail in an emergency.
Area Hospital
In an emergency, a representative of Community Care Access Centre (CCAC) will have the following responsibilities:

- Initiating and maintaining communication between Emergency Medical Services at the Emergency Area and other hospitals, public health units, the Ministry of Health and other provincial ministries and agencies, as required
- Disseminating information to the Mayor and the Emergency Control Group on hospital operations, when available and appropriate
- Acting as a liaison with the Medical Officer of Health and the Supervisor of Emergency Medical Services on issues of casualty transportation and medical support, as necessary

Solicitor
The Solicitor for the Municipality of Bluewater is responsible for:

- The provision of advice to any member of the Emergency Control Group and the Emergency Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Municipality of Bluewater in its response to the emergency, as requested.

Amateur Radio Emergency Services (ARES)
When traditional methods of communication are not functioning effectively, the Chief Administrative Officer, or delegate, will request the assistance of a local representative of the Amateur Radio Emergency Services. This individual will attempt to establish a communication link with emergency response organizations via VHF and UHF Ham Radio.

Canadian Transport Emergency Centre (CANUTEC)
In a transport-related accident involving dangerous goods, Transport Canada’s CANUTEC can provide information on handling these materials. The Emergency Operations Control Group can directly notify CANUTEC, or the Spills Action Centre may request its assistance.

Coroner
When an incident has resulted with a fatality, the Regional Coroner must be immediately notified by the senior official at the Emergency Site, or delegate. The Coroner has the authority to take possession of the body or authorizes a qualified official to secure the body. When necessary, the Coroner will also advise the Emergency Control Group on the establishment of a temporary morgue.
4.1 EMERGENCY OPERATIONS CENTRE
In the event of an emergency, an Emergency Operations Centre (EOC) will be established at Zurich Community Complex, or alternate site. The Emergency Control Group, and all other support and advisory staff/groups required will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support, as required, to mitigate the effects of the emergency.

The Emergency Operations Centre will consist of:
- A meeting room for the Emergency Operations Control Group
- A Communications Room
- Rooms for Emergency Support and Advisory Staff/Groups
- A Media Information Centre and Press Conference Area

If a situation arises where this site is inappropriate, the CEMC will determine a suitable location for the EOC.
STEPS LEADING TO THE DECLARATION OF AN EMERGENCY

Incident occurs

Emergency services respond

Mutual Aid requested

Activation of local Emergency Control Group

If only local municipality involved:

Local Emergency Operations Centre activated

Declaration of Emergency by Municipal Head of Council

If resources of municipality deemed insufficient to deal with emergency or consented by Head of Council:

County Emergency Control Group activated

County Emergency Operations Centre activated

Declaration of County emergency by County Head of Council

If County-wide major occurrence, or County facilities are threatened:
5.1 ACTION PRIOR TO DECLARING AN EMERGENCY

When an emergency exists, but has not yet been declared to exist, Municipality employees may take such action(s) under this Emergency Plan as is necessary to protect the lives and property of the inhabitants of the Municipality of Bluewater.

5.2 MUNICIPAL EMERGENCY

The Mayor is responsible for declaring that an emergency exists within the boundaries of the Municipality of Bluewater. This decision is made in consultation with other members of the Emergency Control Group. The Deputy Clerk will prepare the Declaration of an Emergency form that requires the Mayor’s signature. The signed Emergency Declaration form can be forwarded to Emergency Management Ontario via fax 416-314-6220 or e-mail emodo01@ontario.ca.

Upon such declaration, the Mayor or designate notifies:

- Ministry of Community Safety & Correctional Services, Provincial Emergency Operations Centre (PEOC)/Emergency Management Ontario Duty Officer available 24/7 at 416-314-0472 or 1-866-314-0472
- The County Chief Administrative Officer
- Municipality of Bluewater Council
- Informs the public, the media and neighbouring municipalities of the declaration and of an emergency
- Notifies the Member of Provincial Parliament (MPP) and the Member of Parliament (MP) for Huron-Bruce

When considering whether to declare an emergency, a positive response to one or more of the following criteria may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

- Is the situation an extraordinary event requiring extraordinary measures?
- Does the situation pose a danger of major proportions to life or property?
- Does the situation pose a threat to the provision of essential services (e.g. energy, potable water, sewage treatment/containment, supply of goods or medical care)?
- Does the situation threaten social order and the ability to govern?
- Is the event attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?
- Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- Are volunteers assisting?
- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the Municipality for either resources or deployment of personnel?
- Does the situation create sufficient strain on the municipal response capability that areas within the Municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?
- Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
- Does, or might, the situation require provincial support or resources?
- Does, or might, the situation require assistance from the provincial or federal government (e.g. military equipment)?
- Does the situation involve a structural collapse?
• Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?
• Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your Municipality?
• Will your Municipality be receiving evacuees from another community?
• Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
• Is an event likely to have a long term negative impact on a community’s economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?
• Is it possible that a specific person, corporation, or other party has caused the situation?

An emergency declaration is not required prior to any municipal personnel taking actions under this plan to protect the lives, health, safety, and property of the inhabitants of the Municipality. An emergency declaration, however, can often encourage greater public compliance, and understanding of the severity of an emergency situation.

5.3 COUNTY WIDE DECLARATION
In situations where a number of local municipalities have been affected, or could be affected by a large-scale crisis, the County of Huron may serve as an effective authority to coordinate and centralize emergency response activities. In order to utilize the capabilities of the County, a county-wide emergency must be declared. As counties currently cannot declare an emergency, this procedure must be followed to declare a county-wide emergency:
• The Head(s) of Council of the affected municipalities will notify the Warden and apprise him/her of the situation.
• The Warden will consult with the Head(s) of Council to assess the situation and determine if there exists a need for the County to coordinate crisis relief activities.
• If these officials agree that a county-wide emergency may exist, the “County Control Group” will be formed to evaluate the situation. This group consists primarily of senior officials of the County of Huron and the affected municipalities.
• Upon assessment of the situation, it may be determined that a county-wide emergency should be declared. As the County cannot declare an emergency, the Mayor and other local Head(s) of Council will delegate the authority for emergency operations to the Warden under Section 13 (3) of the Emergency Management and Civil Protection Act (EMCPA).
• This delegation of responsibility provides the County with those powers that are granted to municipalities under the Emergency Management and Civil Protection Act (EMCPA). For this reason, the County Control Group will serve as the primary decision-making authority and the Warden will undertake the responsibilities of the Head of Council. This declaration also allows the Warden to implement response measures prescribed in the County of Huron Emergency Plan.

5.4 PROVINCIAL ASSISTANCE
Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario. If an emergency is declared, Emergency Management Ontario will normally deploy an EMO Field Officer to the local Emergency Operations Centre to assist the community with the emergency response. The EMO Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal assistance.
5.5 MUTUAL AID/ASSISTANCE AGREEMENTS
Mutual aid/assistance agreements ensure aid required to effectively manage an emergency. Aid provided may include services, personnel, equipment and materials. Mutual aid/assistance agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions of the request at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreeable arrangements. The request or response to a request of a neighbouring municipality is the responsibility of the Senior Municipal Official. The request to execute the County of Huron Fire Mutual and Aid Plan will be the responsibility of the Municipal Fire Chief or County Fire Coordinator. The request for such assistance and execution of a mutual assistance agreement will be made in consultation with the Emergency Control Group. Alternatively, the request to execute a mutual assistance agreement with a neighbouring municipality will be made by the Senior Municipal Official.

5.6 ACTIVATION OF THE PLAN
Upon declaration by the Mayor, the Emergency Control Group will activate the Plan and become responsible for the directing and controlling of all emergency operations, and for providing necessary personnel and resources.

5.7 MEETING AND REPORT SCHEDULES
Members of the Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Meeting agenda items will be established by the Chief Administrative Officer. Maps and status boards will be prominently displayed and kept up to date.

5.8 EMERGENCY INFORMATION
Upon implementation of the Emergency Response Plan, it will be important to coordinate the timely release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

News releases, media advisories, and updates regarding the emergency will be drafted by the Emergency Information Officer or Deputy Clerk. All media information must have final approval from the Emergency Control Group before distribution. Technical information (i.e. website “hot buttons”, fact sheets) does not require pre-approval from the Emergency Control Group. However, hardcopies or emails of this documentation must be provided to the Emergency Information Officer to be forwarded to the Emergency Control Group and other stakeholders for their information.

It is the responsibility of the Emergency Control Group to provide information to the Incident Commander with respect to decisions being made in the Emergency Operations Centre and to ensure that the Incident Commander is aware of all of the information that is being sent out to the external audiences. Each member of the Emergency Control Group is responsible for ensuring that decisions and actions being made and taken by the Emergency Control Group are conveyed to their staff both at the site and off site.

A primary function of the Emergency Control Group is to gather and manage information during an emergency. Information will be gathered during Operation Cycle meetings at the Emergency Operations Centre, from the site, and by monitoring media reports to ensure that the information being conveyed is accurate. Where necessary, the general public will be notified by a press conference or news release. Note that all senior officials must clear all news releases regarding death or criminal activity from the Ontario Provincial Police.
5.9 RESIDENT EVACUATION
In certain situations, the evacuation of homes and businesses is a necessary precaution to protect the community. Evacuations should be undertaken in a quick and controlled manner, in an effort to ensure residents are not directly threatened by a crisis.

5.10 EVACUATION ORDER
The Mayor, in consultation with the ECG, will order the Police to evacuate residents from any area endangered by a crisis.

In situations where there is a fire-related emergency or a chemical spill, it may be more appropriate for the ECG to direct the Fire Department to undertake the evacuation. If citizens are immediately threatened, the Police Site Commander or Fire Department Site Commander at the site will issue an evacuation order.

5.11 NOTIFICATION
The Police or Fire Departments will be responsible for notifying all individuals directly threatened by the incident. Depending upon the circumstances, residents will be advised to:
- leave the area, or
- assemble at an Emergency Reception/Evacuation Centre for registration and shelter provision

The Emergency Site Manager at the emergency site will update Emergency Control Group on evacuation proceedings, as well as providing an estimate on the number of residents being relocated.

5.12 INSPECTION AND DEMOLITION
Municipal Building Officials are responsible for the inspection of buildings damaged by the disaster prior to their reoccupation. Any decision to demolish unsafe structures should be made in consultation with qualified authorities, including the municipal engineering service.

5.13 FINANCIAL COMPENSATION
All individuals and agencies assisting in disaster relief operations may be compensated by the affected municipality. Invoices related to emergency response operations should be forwarded to the Municipality Treasurer, who will prepare a damage report for Municipality Council.

*The Province of Ontario offers the Ontario Disaster Relief Assistance Program (ODRAP) which is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the "necessities of life." ODRAP does not provide full cost recovery for all damages resulting from a disaster, but it does help eligible recipients restore essential furnishing and property to pre-disaster condition. Further information on the process for applying for ODRAP funding is provided by the local Municipal Services Office of the Ministry of Municipal Affairs and Housing and in the ODRAP Program Guidelines.*

5.14 EMPLOYEE REMUNERATION
As indicated in Section 1, Subsection 2 (c) of the Worker’s Compensation Act, all employees of the Municipality of Bluewater involved in emergency activities will receive earnings equivalent to their regular employment.
5.15 DAMAGE CLAIMS
Residents affected by the disaster can petition their municipalities to submit a damage claim to the Ontario Disaster Relief Assistance Program (ODRAP). As public property is not recoverable under the ODRAP, the Municipality will rely primarily on donations to subsidize the cost of repairing uninsured property. In addition, the Mayor can petition the Premier for additional financial support. The local Municipal Services Office of the Ministry of Municipal Affairs and Housing and in the ODRAP Program Guidelines will provide the information necessary for those who wishing to submit a damage claim.

5.16 LIABILITY FOR ACTIONS
The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended 2009, states that no employee or registered volunteer of the Municipality will be held responsible for actions taken or omitted during an emergency, granted these individuals were acting in good faith. In contrast, the Corporation of the Municipality of Bluewater can be held liable for any actions taken or omitted during an emergency.

5.17 RIGHT OF ACTION
The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended 2009, states that where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, “municipality” includes a local board of a municipality and a local services board.
6.1 EMERGENCY SITE SET UP

All response operations within the outer perimeter are the responsibility of the emergency site team.

All response operations outside the outer perimeter are the responsibility of the Emergency Control Group.

Upon implementation of the Emergency Response Plan, it is crucial to ensure that timely and accurate communications are established between the emergency site and the Emergency Operations Centre.

Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies. Radio communications are least susceptible to damage or interruption in time of emergency.

A radio relay dispatch system set up between the emergency site and the operations centre as well as radio communication with other communities will ensure that outside agencies will be well informed of the status of the emergency.
Telephone landlines may be used as a means of communication but the Emergency Operations Centre will require numerous lines and instruments to ensure good information flow and to protect against possible system failures. In addition, the Amateur Radio Emergency Services may be available to provide support communications or emergency communications should other forms fail.

Other forms of telecommunication such as cellular phones, fax machines, email, and internet may be used to supplement or enhance emergency telecommunications between the Emergency Operations Centre, the emergency site, outside agencies, and other communities. Care will be required when using alternate forms of communication to ensure security of information being disseminated.

Cell phones are not recommended as a form of emergency communication. However, if cell sites are operating and functional, this form of telecommunications may be used to enhance emergency operations. It should be noted that this form of communication is not very secure.

Each agency in the Emergency Operations Centre communicates with its respective coordinator/supervisor at the emergency site. Although the coordinators/supervisors maintain open communication with their dispatch centre, strong channels are developed between the site coordinators/managers and the Emergency Control Group.
7.1 DEFINITION
Community Volunteers are people not attached or associated with a formal organization or recognized support group such as the Red Cross, St. John Ambulance or the Salvation Army.

7.2 COMMUNITY VOLUNTEERS AND ADDITIONAL HUMAN RESOURCES
Under certain circumstances it may be necessary to issue appeals to the public for volunteers with certain skills to assist in controlling an emergency. This should not be done until all available municipal personnel or members of recognized support groups with similar skills have been called upon, and then only under the authority of the Head of Council.

The Emergency Control Group will determine the number of volunteers required, their skills, tools to be brought, and the assembly point to which they are to report. The appeal is written by the Emergency Information Officer in consultation with the Emergency Control Group to be provided to the media in a clear and consistent manner.

The Emergency Information Officer will also write a cancellation broadcast as soon as the required number of volunteers has enrolled.

All volunteers must register for insurance coverage purposes and to be dispatched to the area where they are required.
8.1 PUBLIC SAFETY
An evacuation takes place when it is determined by the Emergency Control Group that there is an absolute need to evacuate an area, usually on a large-scale, possibly for a long period of time (i.e. more than 24 hours). Mandatory Evacuation may be recommended by a municipal department or other agency to the Emergency Control Group when there is an absolute need to evacuate an area on a large scale, possibly for a long period of time during an emergency.

8.2 WHEN TO EVACUATE
The logistics of evacuating a segment of the community is usually overwhelming. The Emergency Control Group must evaluate the following criteria before making the decision to conduct an evacuation:

- Is there enough time to evacuate the affected area? This includes notifying the citizens, setting up a reception centre, activating additional resources.
- Is the problem likely to escalate?
- What would the impact be if it does?
- Are toxic gases involved?
- How long is the incident likely to continue?
- What are the existing resources?

8.3 PUBLIC NOTIFICATION
The Municipality may utilize a phone fan-out process which builds on community ties to inform as many people as possible within the community of an evacuation. Additionally, door to door canvassing by means of loud mics on both police and fire vehicles and knocking on doors will be conducted, possibly utilizing volunteers or emergency responders. Local media outlets will be contacted to direct people as to what to do and where to go.

8.4 HOW TO EVACUATE
The following evacuation steps should be completed by the Emergency Control Group:

- Assess the situation
- Consider possible escalation of the situation
- Make the decision to evacuate
- Decide what the evacuation parameters are
- Determine which pre-approved Emergency Evacuation Centres are going to be used
- Activate the Huron County Social Services Emergency Plan to set up the Evacuation Centres
- Establish communication with the Evacuation Centres
- Prepare a Public Notification news release
- Notify the local radio and TV stations to broadcast the Public Notification News Release
- Conduct follow-up actions

8.5 ROLES AND RESPONSIBILITIES OF THE EMERGENCY CONTROL GROUP
In addition to the roles and responsibilities described in this Emergency Response Plan, the Emergency Control Group is also responsible for the following in regards to an evacuation:

- Advising the Head of Council as to whether the declaration of an emergency and a mandatory evacuation is recommended
- Arranging for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.
• Deciding to evacuate buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source
• Arranging for accommodation and well-being, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency
• Determining if additional transport is required for evacuation or transport of persons and/or supplies
• Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public
• Establishing a reporting and inquiry call-in centre to handle individual requests for information concerning any aspect of the emergency
• Advising the Head of Council when and why to terminate an emergency/evacuation order

8.6 EVACUATION CENTRE OPERATION
The Evacuation Centre will be set up and managed with assistance from the Social Services Department and Canadian Red Cross. When a decision is made to open an Evacuation Centre, the Director of Social Services will require the following information:
• The nature and extent of the disaster
• The anticipated number of evacuees
• The location of the Evacuation Centre
• The expected duration of the evacuation

Essential services provided at the Evacuation Centre may include:
• Registration and Inquiry
• Personal needs
• Food and Beverage Centre
• Clothing Centre
• Lodging Centre
• First Aid
• Security

The media will not be allowed in the Evacuation Centre for the sake of privacy and security of the evacuees. Media will be directed by the Emergency Information Officer to an appropriate media conference site.

Huron County Social Services in conjunction with the Canadian Red Cross conducted a Shelter Survey. This survey is maintained by Social Services and each Huron County CEMC has a copy for their municipality.

8.7 WHEN TO ORDER SHELTER-IN-PLACE
Shelter-in-place should be ordered when:
• The situation will be short lived, such as a toxic vapour cloud passing over the community
• The law of averages suggests loss of property and life will be less if people are not centralized, such as during a tornado
• Time is not available
• The velocity of the wind is high and the direction is well defined

8.8 HOW TO SHELTER-IN-PLACE
The following instructions should be provided to the public during a shelter-in-place order:
- Go indoors and stay there
- Close all outside doors and every door inside the building
- Close all windows
- Seal the cracks around doorways with wide tape and a rolled damp towel at the floor space
- Tape a piece of plastic over the window to seal it
- Do not use bathroom or kitchen vents
- Set thermostats, so air conditioners, furnaces and hot water heaters will not come on
- Do not use fireplaces and close all dampers
- Do not operate clothes dryer
- Shelter in an inside room away from windows and doors, if possible
- Stay tuned to local television or radio stations for information
- Do not leave the building until told to do so
- Do not use the telephone; you may tie up the phone lines
9.1 TERMINATION OF AN EMERGENCY

A municipal emergency may be declared terminated by the Mayor or designate or the Premier of Ontario.

The Deputy Clerk will prepare the Termination of an Emergency for that requires the Mayor’s signature. The signed Termination of an Emergency form can be forwarded to Emergency Management Ontario via fax 416-314-6220 or e-mail emodo01@ontario.ca.

Upon termination of a municipal emergency, the Mayor or designate notifies:

- Ministry of Community Safety & Correctional Services, Provincial Emergency Operations Centre (PEOC)/Emergency Management Ontario Duty Officer available 24/7 at 416-314-0472 or toll free at 1-866-314-0472
- The County Chief Administrative Officer
- Municipality of Bluewater Council
- Informs the public, the media and neighbouring municipalities of the termination of the emergency
- Notifies the Member of Provincial Parliament (MPP) and the Member of Parliament (MP) for Huron-Bruce
10.1 INTRODUCTION
It is the responsibility of the Emergency Control Group to establish a Post-Emergency Recovery Committee, of which its role is to return the community and its citizens to its pre-emergency state as much as possible.

The Emergency Recovery Plan will be activated at the direction of the Emergency Control Group, consistent with the Emergency Response Plan, normally occurring once the immediate response to the emergency has been completed. It is possible to be undertaking emergency response and recovery measures simultaneously. Recovery efforts may be initiated while a state of emergency is still in effect.

Generally, the lead agency of the emergency will remain the lead agency of the recovery. Recovery shall be addressed by Human Needs, Infrastructure, and Financial. Subcommittees will be formed to address these issues, as required.

10.2 RESPONSIBILITIES OF POST-EMERGENCY RECOVERY COMMITTEE
Roles and responsibilities of the Post-Emergency Recovery Committee are as follows:
- Appoint a Committee Chair
- Establish the following subcommittees:
  - Human Needs
  - Infrastructure
  - Finance
- Establish a committee operating cycle
- Ensure that Municipal elected officials and the public are informed of the status and activities of the recovery process
- Ensure that Senior Municipal Officials from neighbouring municipalities are kept abreast of recovery activities that may have an impact on those municipalities, or other municipalities whose resources may be required
- Receive information from, and providing direction to the Recovery subcommittees to ensure necessary services are provided and being coordinated
- Provide recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval
- Ensure continuity of mandated services to those residents not affected by the emergency
- Decide on the termination of recovery activities and the wind-up of Recovery subcommittees
- Prepare a final report on the recovery phase of the emergency for submission to Council
- Make recommendations for amendments to the recovery plan

10.3 HUMAN NEEDS SUBCOMMITTEE:
Human needs will be addressed by the establishment of the Human Needs Subcommittee, lead by the Director of Social Services. Other members of the Human Needs Subcommittee could include representatives from Public Health, Business Development Centre and Red Cross. Roles and responsibilities of the Human Needs Subcommittee are as follows:
- Assist displaced citizens to located housing and have utilities connected
- Coordinate storage and distribution of donated materials
- Ensure special needs of the population are met
- Ensure health standards are maintained throughout the community
- Coordinate counseling
• Work with business/industry to ensure that employment opportunities are restored as soon as possible
• Ensure mail services to those within affected area
• Provide secure storage for residents’ property as required
• Assist with transportation coordination for this in need of outpatient care or therapy
• Ensure that burials can be conducted in an appropriate manner
• Coordinate with other recovery committees
• Maintain financial records for committee activities
• Prepare report on activities, together with recommendations for amendments to the Emergency Response Plan and the Emergency Recovery Plan

10.4 INFRASTRUCTURE SUBCOMMITTEE:
Infrastructure requirements will be addressed by the establishment of the Infrastructure Subcommittee. The Emergency Control Group will appoint a subcommittee lead as appropriate to the nature of the emergency. Members of the Infrastructure subcommittee could include representatives from Public Works, Public Health, Emergency Site Team, Building Department and the County Roads Department. Roles and responsibilities of the Infrastructure Subcommittee are as follows:
• Determine (based on Engineering advice) the extent of damage to municipal buildings, roads, bridges and utilities
• Upon request (with Engineering and/or Chief Building Official advice) provide information to property owners regarding extent of damage to homes and property
• Ensure (with police) that access to unsafe areas is restricted
• Expedite demolition permits where appropriate
• Ensure residents are given opportunity to secure and/or remove personal property from damaged locations, when safe to do so
• Ensure traffic controls (lights and signage) are restored
• Ensure appropriate removal of debris and arranging for sorting and recycling as much as possible
• Ensure proper sanitation measures taken
• Recommend (if appropriate) the waiving of tipping fees at municipal landfill sites
• Ensure the safety of workers in the damaged area including volunteers
• Continue to work with utilities to permanently restore services
• Coordinate the use of volunteer labour to assist residents with clean up on private property
• Maintain financial records for committee activities
• Prepare report on activities, together with recommendations for amendments to the Emergency Response Plan and the Emergency Recovery Plan

10.5 FINANCIAL SUBCOMMITTEE:
Financial requirements will be addressed by the establishment of the Financial Subcommittee. The Emergency Control Group will appoint a subcommittee lead as appropriate to the nature of the emergency. Members of this subcommittee may include the Treasurer and Council members. Roles and responsibilities of the Financial Subcommittee are as follows:
• Maintain accurate records of all emergency related expenditures
• Coordinate the required committees if ODRAP will be required
• If required, arrange to advance funds to those in need and arrange for recovery of these funds
• In the event of a human caused emergency, prepare and submit claim(s) against the individual or entity that caused the emergency
• Prepare claim for provincial and/or federal funding
• Analyze the impact of the emergency on the municipal budget
- Prepare insurance claims on behalf of the municipality
- Prepare report on activities, together with recommendations for amendments to the Emergency Response Plan and the Emergency Recovery Plan

Provincial and federal financial assistance should be sought through Emergency Management Ontario.

10.6 PUBLIC INFORMATION
This plan assumes that the role with respect to public information and media coordination will continue during the recovery phase. It is vital that accurate and up-to-date information be provided regularly to residents throughout the recovery phase. During recovery, it is the responsibility of each Committee and Subcommittee Chair to ensure that information flows between the Post-Emergency Recovery Committee and its subcommittees to the Emergency Information Officer.
CONDITIONAL BUILDING PERMIT

Recommendation

That Council passes By-law Number 16-2015 being a by-law to authorize the Corporation of the Municipality of Bluewater to Enter into an Agreement with Franke Hosper for a Conditional Building Permit for the construction of an addition to an existing livestock building.

Financial Impact Statement

Monetary securities for the site restoration to preconstruction conditions will be held by the Municipality until the conditions of the agreement have been met.

Background

An application for a conditional permit to construct an addition to an existing barn at 39334 Short Horn Road has been received by the Building Department. The application is for a Conditional Building Permit as approval of a Nutrient Management Strategy has not been obtained from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for the proposed addition as required by the Building Code Act.

Obtaining a Conditional Building Permit would allow the construction of the addition to commence 6-8 weeks sooner than if the owner were to wait until the necessary approval is received from OMAFRA. As outlined in the attached agreement, the owner must assume all risk in commencing construction prior to receiving OMAFRA approval.

Relationship to the Strategic Plan

The Municipality organizes and delivers public services that are important to and valued by the residents, that contribute to their quality of life and that create a distinctive character and foundation for the community.

Respectfully submitted,

Tim Masse, Chief Building Official

If you have any questions concerning the contents of this report, please contact:

Tim Masse: 519-236-4351 ext. 225   Email: t.masse@town.bluewater.on.ca
Concurred:

G. Long

Attachments:
- By-law No. 16-2015
- Conditional Building Permit Agreement
CORPORATION OF THE MUNICIPALITY OF BLUEWATER

BY-LAW NUMBER 16-2015

Being a by-law to authorize the Corporation of the Municipality of Bluewater to enter into an Agreement with Franke Hosper for the construction of an addition to an existing livestock building.

WHEREAS the Owner has made application to but does not have the approval of the Ministry of Agriculture, Food and Rural Affairs respecting proposed construction of a Barn Addition on the Lands.

AND WHEREAS the Owner has requested a conditional permit from the Municipality’s Chief Building Official prior to meeting all requirements to obtain a building permit under subsection 8(2) of the Building Code Act, 1992, S.O. 1992, c.23

AND WHEREAS the Chief Building Official requires that the Owner enters into an agreement with the Municipality as a precondition to the issuing of a Conditional Building Permit;

NOW THEREFORE the Council of the Corporation of the Municipality of Bluewater enacts as follows:

1. That the Mayor and Clerk be authorized to sign the Agreement on behalf of the Municipality.

2. That the Agreement shall be attached to this by-law.

3. That this by-law shall come into effect on its passing.

By-law read a first and second time this 17th day of February, 2015.

By-law read a third time and finally passed this 17th day of February, 2015.

________________________
Tyler Hessel, Mayor

_________________________
Gary Long, CAO/Clerk
This Agreement made the 17th day of February, 2015 pursuant to Subsection 8(3) of the Building Code Act, 1992, as amended,

BETWEEN:

FRANKE HOSPER
(Hereinafter called “Owner”)

OF THE FIRST PART

AND

THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER
(Hereinafter called “Municipality”)

OF THE SECOND PART

WHEREAS the Owner represents that he is the owner of lands and premises legally described as Lots 26 & 29, Concession 4 Stanley, Part Lots 27, 28 & 30, Concession 4 Stanley as in R314744; subject to the rights of owners of adjoining parcels, if any under R344783; Stanley, Municipality of Bluewater, County of Huron, Property Identification Number 41211-0051 (LT) (hereinafter collectively referred to as the “Lands”);

AND WHEREAS the Owner has made application to but does not have the approval of the Ministry of Agriculture, Food and Rural Affairs respecting proposed construction of a Barn Addition on the Lands (hereinafter referred to as the “Subject Construction”);

AND WHEREAS the Owner has requested a conditional permit from the Municipality’s Chief Building Official prior to meeting all requirements to obtain a building permit under subsection 8(2) of the Building Code Act, 1992, S.O. 1992, c.23 (hereinafter referred to as the “Building Code Act”) for the Subject Construction;

AND WHEREAS the Chief Building Official is satisfied that meeting such requirements would unreasonably delay the Subject Construction;

AND WHEREAS the Chief Building Official considers restoration of the site to be feasible in the event that all the necessary approvals are not obtained;

AND WHEREAS the Chief Building Official requires that the Owner enters into an agreement with the Municipality as a precondition to the issuing of a Conditional Building Permit;

AND WHEREAS this Agreement is entered into pursuant to subsection 8(3) of the Building Code Act;

AND WHEREAS this Agreement is further to and does not remove any of the Owner’s covenants and obligations under any prior Agreements;

NOW THEREFORE WITNESSETH that for the sum of TWO DOLLARS ($2.00) paid to the Municipality by the Owner (receipt whereof is hereby acknowledged), and in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Lands affected by this Agreement are those certain parcels or tracts of land lying and being in the Municipality of Bluewater, County of Huron and being composed of the lands collectively referred to above as the “Lands”.

2. The Owner hereby covenants and agrees:
a) to diligently seek the approval from the Ministry of Agriculture, Food and Rural Affairs respecting the required approvals related to the Subject Construction;

b) to obtain all approvals prerequisite to the issuance of a building permit on or before May 1, 2015;

c) to assume all risks involved in commencing construction before every requirement for a building permit has been met;

d) to indemnify and save harmless the Municipality (including its Mayor and Councillors, employees, servants and agents) from and against any and all claims, demands or proceedings arising from the issuance of the conditional permit or construction carried out by the Owner on the Lands;

e) to cease and desist carrying out any work or improvements to the Lands and to otherwise stop construction and secure the subject lands to the satisfaction of the Chief Building Official if, in the opinion of the Chief Building Official, an impediment arises that prevents the lawful continuation of construction or site work or if an appeal is filed with the Ontario Municipal Board or the Ontario Courts with respect to the lawful continuation of construction and erection of buildings and/or structures on the Lands;

3. The Owner agrees that he will remove all improvements made to the Lands pursuant to any conditional permit granted in accordance with this Agreement and otherwise restore the Lands to the satisfaction of the Municipality’s Chief Building Official if all required approvals or permits or permissions have not been obtained from the requisite governmental authority by the date cited in subparagraph 2(b) of this Agreement.

4. The site restoration referred to in this Agreement shall be to the conditions present at the time of permit application by the Owner and shall include the removal by the Owner of all construction improvements and debris, the replacement of all vegetative matter, the stabilization of slopes and the restoration of drainage patterns. Restoration must seriously commence within thirty (30) days of notice by the Chief Building Official that the terms of this agreement have not been met or at such later time as may be directed by the Chief Building Official.

5. The Owner acknowledges and agrees that if the Chief Building Official determines, in his or her discretion, that the Subject Construction and improvements have not been removed or that the Lands have not been restored as required by this Agreement, the Chief Building Official may cause the Subject Construction to be removed and the Lands restored and for this purpose the Chief Building Official, an Inspector and/or their agents may enter upon the Lands and into any buildings or structures governed by this Agreement at any reasonable time and without warrant to effect the site restoration. The Owner hereby appoints the Municipality as its duly authorized agent in that regard. In the event any claims, liabilities, losses and/or damages are incurred or suffered as a result of the aforesaid site restoration by the Municipality, the Owner agrees to defend, indemnify and save harmless the Municipality in accordance with the terms and conditions in subparagraph 2(d) of this Agreement.

6. The Owner agrees to deposit with the Municipality payment in the amount of five thousand dollars ($5,000.00) as security for the due performance of the Owner’s obligations set out in this Agreement (hereinafter referred to as the “Security Deposit”). If the Chief Building Official determines that the Subject Construction has not been removed or the Lands restored as required by this Agreement, the Municipality may draw upon the Security Deposit and use the proceeds thereof to restore the Lands as provided for in paragraph 4 of this Agreement. Upon full compliance of this Agreement, the
Security Deposit funds will be returned to the Owner less any amounts used by the Municipality in accordance with the terms and conditions of this Agreement.

7. If the Municipality incurs costs associated with the restoration of the Lands in excess of the amount of the Security Deposit, the Municipality shall have a lien on the Lands for such amount and the amount may be collected in like manner as municipal taxes.

8. Upon the execution of this Agreement and subject to compliance by the Owner of the conditions set out in this Agreement and as otherwise reasonably required by the Municipality’s Chief Building Official, the Municipality agrees to issue a conditional building permit for the Subject Construction.

9. This Agreement may be registered against the Lands and the Municipality is entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land, in accordance with Subsection 8(5) of the Building Code Act. The covenants, agreements, conditions and understandings herein contained on the part of the Owner shall run with the land and shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

10. The Owner shall pay the Municipality all costs associated with the preparation and registration of this Agreement. If the Owner fails to pay the costs as required by this Agreement within 30 days after the Municipality requests payment of said costs, the Municipality may draw upon the Security Deposit and use the proceeds thereof to pay for the preparation and registration of this Agreement. If the Municipality incurs costs associated with the preparation and registration in excess of the amount of the Security Deposit, the Municipality shall have a lien on the Lands for such amount and the amount may be collected in like manner as municipal taxes.

11. Execution of this agreement shall be deemed to be authorization by all parties to legal counsel for the Municipality to register this agreement in the appropriate Land Titles Office or Land Registry Office without further written authorization.
IN WITNESS WHEREOF the parties have hereunto set their hands and seals or caused to be affixed their corporate seals under the hands of the duly authorized officers as the case may be.

Dated at Bluewater this day of February, 2015

__________________________________________
Name: Franke Hosper
Title: Owner

Dated at Bluewater this day of February, 2015

The Corporation of the Municipality of Bluewater

______________________________
Per
Name: Tyler Hessel
Title: Mayor

______________________________
Per
Name: Gary Long
Title: CAO / Clerk

We have the authority to bind the Corporation.
TRAFFIC & PARKING BY-LAW - VARNA

Recommendation

That Council passes By-law No. 15-2015 being a by-law to amend the Traffic and Parking By-law No. 4-2013, Schedule “A”, to prohibit parking on the south side of Mill Road from the intersection of Parr Line east for 25m.

Financial Impact Statement

There are no financial implications resulting from the adoption of this report.

Background

Committee of the Whole has provided direction to staff at a recent meeting to review the parking conditions in Varna at the intersection of Mill Road and Parr Line.

Parr Line (south) intersects Mill Road at an angle of approximately 65 degrees and therefore, there is a large radius at the south-east corner of the intersection. Vehicles approaching the intersection from the south have a limited view of oncoming traffic (westbound on Mill Road) when vehicles are parked on the paved boulevard on the south side of Mill Road, east of Parr Line. The location of the building on the south-east corner of the intersection does not allow for off-street parking.

The owner of the commercial building on the south-east corner of the intersection recognized the traffic visibility issues and voluntarily erected “no parking” signs on the building to direct parking towards the east end of the building. Also, the owner encourages customers to park on the boulevard down the street during scheduled events.

Section 3.2 (f), of the Traffic and Parking By-law No. 4-2013 prohibits vehicles to be parked within 3m (9.8ft) of an intersection. However, due to the configuration of this intersection, 3m may not be sufficient. The existing “no parking” signs erected by the building owner are 25m from the intersection. The Traffic and Parking By-law would need to be amended to allow Bluewater to enforce the posted signs.

Relationship to the Strategic Plan

The Municipality organizes and delivers public services that are important to and valued by the residents, that contribute to their quality of life and that create a distinctive character and foundation for the community.
Respectfully submitted,

Tim Masse, Chief Building Official

If you have any questions concerning the contents of this report, please contact:
Tim Masse: 519-236-4351 ext. 225    Email: t.masse@town.bluewater.on.ca

Concurred:

G. Long

Attachment: By-law No. 15-2015
WHEREAS the Municipal Council of the Corporation of the Municipality of Bluewater considers it advisable to amend TRAFFIC AND PARKING BY-LAW No. 4-2013, of the Corporation of the Municipality of Bluewater.

NOW THEREFORE the Council of the Corporation of the Municipality of Bluewater enacts as follows:

1. Schedule ‘A’, By-law 4-2013 is hereby amended by adding the following, which is declared to be part of this By-law.
   “18. On the south side of Mill Road from the intersection of Parr Line east for 25m/82 ft”

2. This by-law shall come into force and take effect on the date of its passing and enactment.

By-law read a first and second time this 17th day of February, 2015.

By-law read a third time and finally passed this 17th day of February, 2015.

________________________
Tyler Hessel, Mayor

________________________
Gary Long, CAO/Clerk
Meeting of “Friends of Hay Hall” Committee
Tues. Jan. 27, 2015 at 7:00 pm at the Hay Town Hall, Zurich.

- Present: Committee Members: Heather Klopp (chair) Al and Sharon Brokenshire, Doug Thiel, Heather Klopp, Pauline Miller, Diane Klopp, Francine Vanasse, Lou Schilbe, Bill Dowson. Bluewater Economic Development Officer Mark Cassidy, Chair of Bluewater Heritage Committee Dave MacLaren....and a room full of interested citizens and donours.
  
  Special Guest and Speaker ~ Adolfo Spaleta, Architect.

1. The assembled room was welcomed by the Chair and she explained how, each year, we feel it is important to have a special evening of recognition for our donours of the past year. The list of 2014 donours was read (attached) and those who were able to be in attendance gathered for a photo at the front of the room. A round of applause thanked them all as well as those not with us. The photo will be submitted to the local paper to show the support of the hall by our community and benefactors. $9,400 was raised in 2014.

2. Heather gave a brief history of the work of the committee over the past four years and how pleased we are to be able to present our completed building condition report to the public.

3. Grants –125th Birthday in 2015. Mark Cassidy explained “the Legacy Grant” to the crowd. An Application is being made for the completion of the Roof and Cupola project. If we are successful in receiving this grant, it will match the funds we raise.

4. Heather Introduced Adolfo Spaleta, the architect who authored our report. He has kindly donated his time this evening to educate and entertain us on the importance of buildings throughout history. His hour long presentation took us from Athens to Rome to the U.S. to Canada and finally to Bluewater and Zurich. He showed how the very structure of our hall reflects the values of the people who commissioned it and the contractor who built it (J.C. Kalbfleisch).

5. Questions and discussion about the actual building, the report, future plans, community importance, cost, timelines, etc. Adolfo explained how structurally sound the building is and how well it was built. The cost of renovation will come from preparing the building for an elevator by digging out the basement, installing accessible washrooms in the basement, removing the inner drop ceiling, replacing the roof, replacing plumbing and electrical, replacing windows with replicas, insulating and replacing the interior walls,
preserving the wood features, and restoring the balcony railing. It was explained how the $800,000 cost will be worth it, as the building, with upkeep, will then last for many, many years to come. We are fortunate to have the example of the Bayfield town hall which took 25 years to complete but is now a very successful venue!

6. Grants – 125th Birthday in 2015. Mark Cassidy explained “the Legacy Grant” to the crowd. An Application is being made for the completion of the Roof and Cupola ~ our first big project which will cost about $40,000. If we are successful in receiving this grant, it will match the funds we raise.

7. The Chair Thanked Adolfo for his very interesting presentation and Adolfo made himself available to attendees to answer questions, etc.

8. Cookies and squares were prepared and served by Pauline, Sharon, Diane and Francine. Thanks!

9. Finance: Heather distributed the statement which Doug McBeath supplied as of Dec. 31, 2014 to committee members. (attached)
   Statement Balance = $13,183.62 (incl $5,000 for Elevator and $2,500 for cupola).

10. Tickets for our upcoming Valentine’s dance on Feb. 13 were distributed among members. The dinner will be ham and scalloped potatoes. Sharon is heading up the decorations, Heather the bar, Cecilia the food and band, Brokie has done posters, Facebook - Heather

11. Next regular meeting will be Wed. March 18, 2015 at 7 pm. Hay Town Hall.

11. Meeting adjourned at 9:00 pm By Sharon Brokenshire.
## COUNCIL STATUS REPORT - ACTION ITEMS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Motion</th>
<th>Update</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Appointments</td>
<td>That staff prepare a report on the mandate of an Agriculture and Rural Committee with input from the Mayor and Deputy-Mayor.</td>
<td>Mtg held for Jan 28th. Draft terms of reference March 3rd.</td>
<td>Gary Long</td>
<td>ongoing</td>
</tr>
<tr>
<td>Committee Appointments</td>
<td>Appointment to the Bluewater (Lakeshore) Sewage Collection System Committee be deferred until direction is provided from South Huron on the make up of the Committee.</td>
<td></td>
<td>Gary Long</td>
<td>delayed</td>
</tr>
<tr>
<td>Committee Appointments</td>
<td>Appointment to the Bluewater Landfill and Environment Committee be deferred until more information is received from staff.</td>
<td></td>
<td>Gary Long</td>
<td>ongoing</td>
</tr>
<tr>
<td>Committee Appointments</td>
<td>Defer discussions relating to the Finance Committee until the completion of the 2015 budget.</td>
<td></td>
<td>Gary Long</td>
<td>delayed</td>
</tr>
<tr>
<td>Committee Appointments</td>
<td>Defer appointment on the Grand Bend &amp; Area Sewage Treatment Board until more information is received.</td>
<td></td>
<td>Gary Long</td>
<td>ongoing</td>
</tr>
<tr>
<td>Committee Appointments</td>
<td>Defer the appointment until a formal request from the Hay Township Hall Committee comes to Council requesting that they become a Committee of Council.</td>
<td>Committee will make presentation to Council</td>
<td>Gary Long</td>
<td>ongoing</td>
</tr>
<tr>
<td>Bayfield Arena Community Partners - Committee of Council Designation</td>
<td>That BACP’s request to be designated as a Committee of Council be deferred until the first meeting in January.</td>
<td>Deferred until procedural bylaw is updated outlining Committee of Council requirements</td>
<td>Gary Long</td>
<td>ongoing</td>
</tr>
<tr>
<td>Bayfield Harbour Condition of North and South Piers</td>
<td>Work with Fisheries and Oceans to discuss repairs and improvements to both piers in the Bayfield Harbour and eligibility for funding from the Small Craft Harbours Program.</td>
<td>Mtg with Ben Lobb, MP in early April</td>
<td>Gary Long</td>
<td>ongoing</td>
</tr>
<tr>
<td>Bayfield Wastewater Treatment Plant EA</td>
<td>Staff continue to work with BM Ross to finalize the EA process and partner with Central Huron.</td>
<td>Staff met with BM Ross on Jan 29. Mtg notes prepared.MOU being drafted</td>
<td>Gary Long, Jennette Walker</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

Updated February 10, 2015
| Extension of Water Services - Central Huron | That staff be directed to prepare an agreement with Central Huron authorizing the seven properties to be connected | Gary Long Jennette Walker | ongoing |
| Bluewater Fire Services Fleet | Discuss the action plan being requested through the 2015 Capital Budget program. | Report going to Feb 12th budget meeting Dave Johnston | ongoing |
| 2015 Annual Tourism Event and Brochure Swap Event Sponsorship | Confirm that sponsorship of $1075 will be paid from Ec Dev reserve, if not recommend other sources | Confirmed Ansberth Willert | completed |
| Dog Park | Staff are developing a Bluewater policy for dog parks identifying potential locations. | Councillors and staff met on Feb 2. Next meeting March 2nd Gary Long | ongoing |
| Election Update, MPAC Voters List | Staff provide a report identifying the processes used to maintain the list of electors on an ongoing basis, to report on the actions taken on the preliminary list of electors to ensure accuracy of the list, to make recommendations for improvements, and that a representative from MPAC be invited to attend Council. | | ongoing |
| OPP costing | Staff prepare a cost analysis on OPP costs charging rate payers a per unit fee vs on levy | report to come to Feb 12 budget meeting Ansberth Willert | ongoing |
| OPP costing | Staff report on OPP costs billed and what service they include | Ansberth Willert | ongoing |
| Policy - Council convention | Staff prepare a policy regarding Council convention expenses | Gary Long | ongoing |
| Bayfield Works Shed | Staff prepare cost benefit analysis on selling Bayfield Works Shed and moving to Stanley Works Shed | Report coming to Feb 12 budget meeting Jennette Walker Gary Long | ongoing |
| Preliminary cost - Centre St. Zurich | Staff proceed with preliminary engineering costs on Centre St. with BM Ross | Jennette Walker | completed |
| Compactor Stanley landfill | Staff prepare a business study and policy on cost effectiveness of compactor at Stanley Landfill | report to come to Feb 12 budget meeting Jennette Walker | ongoing |

Updated February 10, 2015
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Due Date</th>
<th>Responsible</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varna water system</td>
<td>That a petition come back from residents based on costs derived from the study done by BM Ross on the Varna water system.</td>
<td>Mtg week of Feb. 16th</td>
<td>Jennette Walker</td>
<td>ongoing</td>
</tr>
<tr>
<td>Sewer Collection Hwy 21</td>
<td>Staff prepare a preliminary cost analysis for sewer collection on Hwy 21</td>
<td>Report going to Feb 12th budget meeting</td>
<td>Jennette Walker</td>
<td>ongoing</td>
</tr>
<tr>
<td>Sewer By-law</td>
<td>That staff prepare an updated sewer by-law</td>
<td></td>
<td>Jennette Walker</td>
<td>ongoing</td>
</tr>
<tr>
<td>Babylon Line</td>
<td>That staff investigate the cost to tar and chip Babylon</td>
<td>Report going to Feb 12th budget meeting</td>
<td>Jennette Walker</td>
<td>ongoing</td>
</tr>
<tr>
<td>Grant Request</td>
<td>Further breakdown needed on BRA and BSRA's grant request for water testing</td>
<td>Verbal update at Feb 12th mtg.</td>
<td>Jennette Walker</td>
<td>ongoing</td>
</tr>
<tr>
<td>OMAFRA interest</td>
<td>Staff prepare a report on the balance of the OMAFRA account and what is should be spent on</td>
<td>Report going to Feb 12th budget meeting</td>
<td>Ansberth Willert</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

**Status Codes:**

- **Completed**
- **Ongoing**
- **Delayed**
- **Stopped**
THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER

BY-LAW NUMBER 19-2015

Being a By-law to confirm the proceedings of the Council at its meeting held on February 17, 2015

The Council of the Corporation of the Municipality of Bluewater enacts as follows:

1. That the actions of the Council at its meeting held on February 17, 2015, in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.

2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Municipality of Bluewater to all such documents.

By-law read a first and second time this 17th day of February, 2015.

By-law read a third time and finally passed this 17th day of February 2015.

________________________________
Tyler Hessel, Mayor

________________________________
Gary Long, CAO/Clerk