



The Corporation of the County of Wellington

Planning Committee

Agenda

October 9, 2014

9:45 am

County Administration Centre

Keith Room

Members: Warden Chris White; Councillors Maieron (Chair), Green, Watters, Whale

	Pages
1. Call to Order	
2. Declaration of Pecuniary Interest	
3. Financial Statements and Variance Projections as of September 31, 2014	
3.1 Planning	2 - 5
3.2 Green Legacy	6 - 7
3.3 Emergency Management	8 - 10
4. Source Water Protection Update	11 - 20
5. 2014 Emergency Management Report	21 - 23
6. Resolution passed by County Council on June 26, 2014	
That the following notice of motion be referred to the Planning Committee for review:	
That staff be directed to oversee the establishment of a broad based committee to identify probable impacts of climate change and to propose a course of adaptation and remediation for Wellington County.	
7. Closed Session	
8. Rise and Report	
9. Adjournment	

Next meeting date November 13, 2014 or at the call of the Chair.



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Ken DeHart, County Treasurer
Date: Thursday, October 9, 2014
Subject: **Planning Financial Statements and Variance Projections as of September 30, 2014**

Background:

This report is respectfully submitted in accordance with the County's Budget Variance Reporting policy, and provides a first projection to year-end based on expenditures and revenues to September 30, 2014 for the Planning Department.

Operating

- Grants and subsidies revenue relates to the Source Water Protection grant received earlier in the year, the funds are to be used for Source Water Protection programmes and training and will be offset by expenditures. Any funds that are not used in 2014 will be transferred to deferred revenue and used next year.
- Municipal Revenues are below budget at this time, projected to be close to targeted levels by year end.
- User fees and charges are ahead of budget , if this trend were to continue a small positive variance would result
- Salaries are under budget as a result of a couple of staff medical leaves throughout the year, a positive variance between \$60,000 and \$75,000 can be expected
- Supplies, materials and equipment are under budget as computer hardware, telephone equipment and additional costs are still to be incurred
- Purchased Services are well under budget as legal fees and expenditures related to property mapping, County forests and rail-trails projects are expected later in the year - any variances related to mapping, forests or trails will be transferred to or from the reserves at the end of the year and no net variance is expected from these items
- Transfer payments are mostly unspent to date – which includes a \$425,000 contribution to the Grand River Conservation Authority for the Rural Water Quality Programme. The amount transferred to date relates to funding of the Risk Management Officer. These items are projected to be on budget for the end of the year.

Capital

- The County was successful in its grant application for the Trans Canada Trail project. The total grant amount is for \$150,000, when added to the County's contribution of \$225,000, brings the total project budget to \$375,000.
- Staff are working with Watson and Associates to update the Official Plan. It is anticipated that this project will be completed by year end with a small positive variance.

Overall, the Planning department appears to be on target at the end of September with savings expected in the aforementioned salaries line. Best case scenario would result in a surplus of \$70,000 to \$90,000 at year-end.

Recommendation:

That the Financial Statements and Variance Projections as of September 30, 2014 for the Planning Department be approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken DeHart', with a stylized flourish extending to the right.

Ken DeHart, CPA, CGA
County Treasurer



County of Wellington
Planning
Statement of Operations as of
30 Sep 2014

	Annual Budget	September Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$0	\$0	\$22,500	0%	\$(22,500)
Municipal Recoveries	\$40,000	\$2,919	\$21,596	54%	\$18,404
User Fees & Charges	\$240,000	\$35,335	\$202,125	84%	\$37,875
Internal Recoveries	\$500	\$0	\$146	29%	\$354
Total Revenue	\$280,500	\$38,254	\$246,366	88%	\$34,134
Expenditures					
Salaries, Wages and Benefits	\$1,527,900	\$119,562	\$1,062,551	70%	\$465,349
Supplies, Material & Equipment	\$53,700	\$5,535	\$24,746	46%	\$28,954
Purchased Services	\$284,400	\$8,722	\$106,512	37%	\$177,888
Transfer Payments	\$590,000	\$0	\$64,149	11%	\$525,852
Internal Charges	\$6,100	\$0	\$3,121	51%	\$2,979
Total Expenditures	\$2,462,100	\$133,819	\$1,261,079	51%	\$1,201,021
NET OPERATING COST / (REVENUE)	\$2,181,600	\$95,565	\$1,014,713	47%	\$1,166,887
Transfers					
Transfer to Reserves	\$150,000	\$0	\$150,000	100%	\$0
Total Transfers	\$150,000	\$0	\$150,000	100%	\$0
NET COST (REVENUE)	\$2,331,600	\$95,565	\$1,164,713	50%	\$1,166,887



County of Wellington

Planning

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending September 30, 2014

	Approved Budget	September Actual	LIFE-TO-DATE ACTUALS			Remaining Budget
			Current Year	Previous Years	Total	% of Budget
Trans Canada Trail	\$375,000	\$0	\$0	\$0	\$0	0%
Official Plan Update	\$40,000	\$0	\$21,388	\$0	\$21,388	53%
Total Capital	\$415,000	\$0	\$21,388	\$0	\$21,388	5%



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Ken DeHart, County Treasurer
Date: Thursday, October 9, 2014
Subject: **Green Legacy Financial Statements and Variance Projections as of September 30, 2014**

Background:

This report is respectfully submitted in accordance with the County's Budget Variance Reporting policy, and provides a first projection to year-end based on expenditures and revenues to September 30, 2014 for the Green Legacy Programme.

Operating

- Grants and subsidies relates to funding received from Second Chance Employment for the "Ways to Work" programme for student positions
- Sales revenues are below the budgeted level and a minor variance may occur
- Salaries, wages and benefits are ahead of budget as seasonal staff are brought in for the spring and summer months, no variance is anticipated to year-end
- Supplies, materials and equipment are under budget - additional operating expenditures for the nurseries will be incurred in the fall, no variance is anticipated
- Purchased services are below budget, additional building costs will be incurred in the winter months – a small positive variance is expected

In summary, a positive variance in the range of \$10,000 to \$20,000 is expected at year end.

Recommendation:

That the Financial Statements and Variance Projections as of September 30, 2014 for the Green Legacy Programme be approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken DeHart', with a stylized flourish at the end.

Ken DeHart, CPA, CGA
County Treasurer



County of Wellington
Green Legacy
Statement of Operations as of
30 Sep 2014

	Annual Budget	September Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$0	\$0	\$7,617	0%	\$(7,617)
Sales Revenue	\$2,000	\$0	\$257	13%	\$1,743
Other Revenue	\$0	\$0	\$1,310	0%	\$(1,310)
Total Revenue	\$2,000	\$0	\$9,184	459%	\$(7,184)
Expenditures					
Salaries, Wages and Benefits	\$457,400	\$37,278	\$374,819	82%	\$82,581
Supplies, Material & Equipment	\$101,100	\$3,409	\$57,905	57%	\$43,195
Purchased Services	\$79,500	\$1,053	\$35,363	44%	\$44,137
Insurance & Financial	\$9,500	\$0	\$8,586	90%	\$914
Internal Charges	\$5,000	\$0	\$3,703	74%	\$1,297
Total Expenditures	\$652,500	\$41,740	\$480,375	74%	\$172,125
NET OPERATING COST / (REVENUE)	\$650,500	\$41,740	\$471,191	72%	\$179,309
NET COST (REVENUE)	\$650,500	\$41,740	\$471,191	72%	\$179,309



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Ken DeHart, County Treasurer
Date: Thursday, October 9, 2014
Subject: **CEM Financial Statements & Variance Projections as of September 30, 2014**

Background:

This report is respectfully submitted in accordance with the County's Budget Variance Reporting policy, and provides an updated projection to year-end based on expenditures and revenues to September 30, 2014 for Community Emergency Management (CEM).

Operating

- Supplies, materials and equipment is below budget as additional equipment purchases are still to be completed
- Purchased Services are under budget as telecommunication costs expected to be incurred for Internet Maintenance Fees for the Teviotdale OPP/EOC have not yet been billed, staff are currently reviewing the contract with Wightman's, overall this area should be close to budget
- Transfer payments includes amounts paid to date for the Fire Training officer, no variance is expected

Capital

- The Northern Internet Connection and the CEM vehicle projects are now complete and will be closed. A combined surplus of \$22,000 will be transferred to the General Capital Reserve.

Overall, the Emergency Management budget is on target at the end of September. A positive variance between \$10,000 and \$20,000 is anticipated.

Recommendation:

That the Financial Statements and Variance Projections as of September 30, 2014 for Emergency Management be approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken DeHart".

Ken DeHart, CPA, CGA
County Treasurer



County of Wellington
Emergency Management
Statement of Operations as of
30 Sep 2014

	Annual Budget	September Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Salaries, Wages and Benefits	\$272,400	\$22,500	\$197,465	72%	\$74,935
Supplies, Material & Equipment	\$19,900	\$204	\$10,970	55%	\$8,930
Purchased Services	\$156,600	\$1,975	\$103,881	66%	\$52,719
Transfer Payments	\$141,000	\$0	\$69,019	49%	\$71,981
Insurance & Financial	\$700	\$0	\$1,105	158%	\$(405)
Total Expenditures	\$590,600	\$24,680	\$382,440	65%	\$208,160
NET OPERATING COST / (REVENUE)	\$590,600	\$24,680	\$382,440	65%	\$208,160
Transfers					
Transfers from Reserves	\$(68,000)	\$(5,272)	\$(46,907)	69%	\$(21,093)
Total Transfers	\$(68,000)	\$(5,272)	\$(46,907)	69%	\$(21,093)
NET COST (REVENUE)	\$522,600	\$19,408	\$335,532	64%	\$187,068



County of Wellington

Emergency Management

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending September 30, 2014

		LIFE-TO-DATE ACTUALS				Remaining Budget
Approved Budget	September Actual	Current Year	Previous Years	Total	% of Budget	
Communication Tower	\$400,000	\$310,511	\$30,892	\$341,404	85%	\$58,596
Total Capital	\$400,000	\$310,511	\$30,892	\$341,404	85%	58,596



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Mark Paoli, Manager of Policy Planning
Date: Thursday, October 09, 2014
Subject: **Source Water Protection Implementation**

Background:

The attached presentation by the Risk Management Official summarizes work in the past year, and identifies the main areas of work for the coming year, on implementation of Source Water Protection in Wellington County.

Recommendation:

That the presentation by the Risk Management Official be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Paoli'.

Mark Paoli
Manager of Policy Planning

Source Water Protection Implementation

October 9, 2014

Presentation to County of Wellington
Planning and Development Committee

Kyle Davis

Risk Management Official – Wellington County

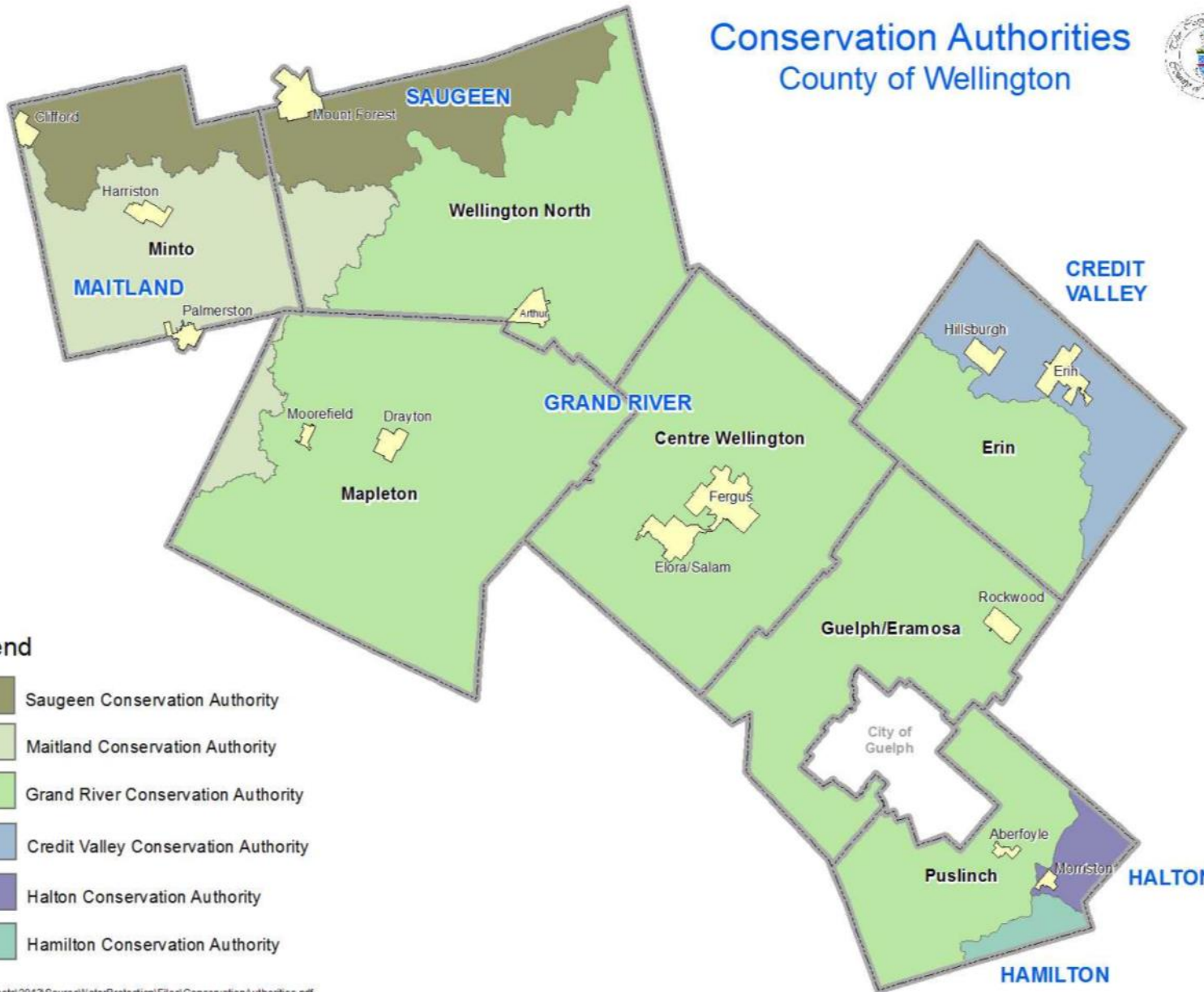


Municipal Partnership – Risk Management Official (RMO)

- The RMO is a shared position that services all seven local municipalities in the County, started October 30, 2013
- Position funded by County of Wellington
- Employee of the Township of Centre Wellington reporting to Managing Director of Infrastructure but responsible to all seven municipalities
- The Risk Management Official's responsibilities and authorities are set out under the *Clean Water Act*
- Five Source Protection Plans that apply to Wellington County outline the policies that are municipal responsibility.



Conservation Authorities County of Wellington



Legend

-  Saugeen Conservation Authority
-  Maitland Conservation Authority
-  Grand River Conservation Authority
-  Credit Valley Conservation Authority
-  Halton Conservation Authority
-  Hamilton Conservation Authority

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Status of Source Protection Plans

- ABMV (Maitland) Plan completed public consultation in January 2014. Plan submitted on February 20, 2014 to Minister for approval. Approval not expected until late 2014/early 2015.
- CTC (Credit) Plan completed public consultation in August 2014. Plan is to be submitted to Minister for approval November 2014.
- Saugeen plan scheduled for public consultation in November 2014. Plan is to be submitted to Minister for approval January 2015
- Halton-Hamilton Plan completed public consultation in May 2014. Plan is to be submitted to Minister for approval in January 2015.
- Lake Erie (Grand) Plan scheduled for public consultation in February 2015. Plan is to be submitted to Minister for approval in April 2015.



Technical and Policy Work Examples

- Review and comment on Source Protection Plan draft policies jointly by the RMO, Local and County staff
- Desktop GIS analysis and initial field visits to verify potential threat activity locations within wellhead protection areas
- Attended Source Protection Committee meetings
- Completed technical work, in collaboration with local engineers, on chloride in Elora/Fergus wells, water quantity in Guelph/Eramosa and Puslinch and review of contaminated sites
- County staff and RMO worked together to acquire Source Protection mapping and load it into the Explore Wellington system for Local and County staff to use when screening applications
- Participated in working groups associated with the Plans and a provincial RMO group, established County working group.



Wellington Working Group

- To facilitate implementation of source protection, the Wellington County municipalities formed a working group
- Meets monthly with staff from all 8 municipalities.
- Main purpose currently is to provide a forum for Local and County staff to share information and identify opportunities to work together as we prepare for implementation including collaboration for provincial funding (SPMIF)
- As Plans get closer to approval, the group is shifting its focus on working out details of implementation.



Education and Outreach

- The Wellington County municipalities have hired a consultant to prepare:
 - a 5 year communications and education plan for source protection
 - 5 specific fact sheets
 - Business cards, letterhead
- successful consultant is a collaboration between MHBC, Pearl Street Communications and Knowledge to Action Group - project cost is \$17,700, County share is \$2,200
- Work is underway and scheduled to be complete by December 2015



Source Protection Municipal Implementation Fund

- Provided by MOE to assist in preparation for and implementation of Source Protection.
- County of Wellington is eligible for a \$45,000 base grant plus \$15,000 in a collaboration incentive for municipalities collaborating with four or more municipalities. The total grant is \$60,000.
- Municipalities in Wellington County combined are eligible for \$483,173 in base grants, and total of \$603,173 with collaboration.
- Must be spent between December 13, 2013 and December 7, 2015
- Eligible work in 2014 included Education consultant contract, staff time on development process, threat activity verification, processes
- Main eligible areas of work planned for 2015 are threat activity verification, data management, OP updates, septic inspections.



Centre Wellington
G&T
Guelph/Eramosa
Township



Summary

- RMO position is approaching 1 year anniversary with focus in the past year on:
 - technical work to prepare for implementation
 - ongoing policy input to all 5 Source Protection Plans
 - representing Wellington municipalities at Source Protection Committee level and provincially
- Local working group has been meeting since winter
- Consulting team has begun work on Education and Outreach
- Next year
 - RMO focus will be on implementing approved Plans, and
 - County will be working on Official Plan conformity with Source Protection Plans





COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Linda Dickson, Emergency Manager/CEMC
Date: Thursday, October 9, 2014
Subject: **2014 Emergency Management Report**

Background:

The following report outlines how the County of Wellington has satisfied the “essential level” requirements of the Emergency Management and Civil Protection Act for 2014.

Programme Committee

The Programme Committee met on March 20, 2014.

Emergency Response Plan

Following the 2013 County wide exercise and the April and December Ice Storms in 2013, changes to the Emergency Response Plan were reviewed with the Emergency Management Programme Committee. A by-law adopting the proposed changes to the plan was passed at the June 26, 2014 County Council session.

Training:

The following is a list of training held or being held this year throughout the County including participants from the County and the member municipalities:

1. Basic Emergency Management Course – April 16 and 17 and November 6 and 7
2. IMS 200 – October 14 and 15, 2014
3. IMS 100 – October 14, 2014
4. Emergency Services Interoperability Training – June 12, 2014 and November 4, 2014
5. Water and Waste Water Training Session – October 30, 2014.
6. Communications Training – November 14, 2014

The County of Wellington Control Group training was conducted on October 7, 2014 at the County’s northern EOC. The purpose of the training was to familiarize the group with the technology currently available for the EOC.

In 2015, a training and information session for Elected Officials will be hosted. Information regarding this session will be distributed to all Councils early in 2015.

Exercises:

The County's emergency management exercise was held on October 7 and included an exercise using the technology that is available in the County's northern EOC.

Critical Infrastructure

The Emergency Management and Civil Protection Act require municipalities to identify facilities and other elements of critical infrastructure that are at risk of being affected by emergencies. Staff reviews this list annually and updates as necessary. The Water Departments in the County have formed a critical infrastructure working group and have met several times. The group is planning a training session for October.

Public Education

The Theme for this year's public education program was "Be Better Prepared for Prolonged Power Outages"

1. Emergency management information was made available at the Wellington County Libraries during Emergency Preparedness Week.
2. Draw for a generator and two weather radios were held throughout the County of Wellington's 14 Library Branches.
3. The County page in the Wellington Advertiser regularly contains emergency public information and in particular advertising the media outlets to tune into for information during emergencies and in particular power outages were included in the spring and fall. Media releases will be issued this fall identifying the media outlets residents should turn to for information.
4. An insert was included in the Wellington Advertiser during Emergency Preparedness Week with information on how to be prepared for Power Outages
5. Staff attended the Guelph Emergency Preparedness Day, Fergus Home Show, Minto and Mapleton Safety Days, the Puslinch Fire Department Breakfast and Open House, and Wellington North Show Case.

Further Enhancements:

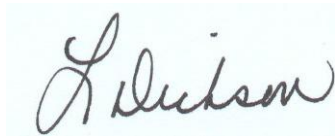
1. **Interoperability** – A status report was submitted for information at the June 26, 2014 session of Council.
2. **Hazard Identification and Risk Assessment (HIRA) Review and Update** – A major assessment was completed in 2003 for the County and has been reviewed annually by the Programme Committee. The Province developed a new HIRA tool for municipalities to use that includes a quantitative component. Given that the last major review was completed over 10 years ago, it was agreed that a new review and assessment should be done. The updated HIRA was presented to the Committee at their March meeting. There were no major changes to the significant risks for the County with the exception that Freezing Rain events have been added as a significant risk throughout the County.

3. **Service Continuity** - EM staff has been working with other county departments and divisions to enhance our current Service Continuity Plan. Some departments have completed draft plans to date and a County Service Continuity Committee has been formed and has met.
4. **Strategic Planning** – Staff in consultation with municipal officials and senior staff will undertake a strategic planning exercise in 2015 with the goal of developing some common approaches to County wide emergency management issues such as external communications, and warming and cooling centres.

Recommendation:

That the Council for the County of Wellington accepts the annual emergency management report, and further THAT this report serves as the annual review of the County's Emergency Management Programme for 2014.

Respectfully submitted,

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Linda Dickson, MCIP, RPP
Emergency Manager/CEMC