

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL
APRIL 29, 2019 @ 7:00 P.M.
CLOSED MEETING SESSION @ 6:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the April 29, 2019 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at ___:___ pm that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:

- (b) *personal matters about an identifiable individual, including municipal or local board employees;*
- (f) *advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

1. REPORTS

- a) Report CLK 2019-022 being a report on the provision of canine control services
- b) Report RAC 2019-001 being a report on potential sale or lease of property being the former Mount Forest Arena located at 320 King Street

2. REVIEW OF CLOSED SESSION MINUTES

- April 8, 2019 – Council Meeting

3. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at ___:___pm.

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2019-022 being a report on the provision of canine control services;
AND FURTHER THAT Council approve the confidential direction to staff.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report RAC 2019-001 being a report on potential sale or lease of property being the former Mount Forest Arena located at 320 King Street;
AND FURTHER THAT Council approve the confidential direction to staff.*

Recommendation:

THAT the Council of the Corporation of Township of Wellington North approve the Closed

Meeting Minutes of:

- April 8, 2019 – Council Meeting

O' CANADA

PRESENTATIONS

1. Fire Chief David Guilbault
 - Wellington North fire Service Peer Support

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of April 29, 2019 for the purpose of holding a Committee of Adjustment Hearing and Public Meetings under the Planning Act.

- Committee of Adjustment – A05-19, Martin Minerva
- Public Meeting – 1542441 Ontario Inc.
- Circuit Holdings Inc.
- Squirrell, Clayton
- 940749 Ontario Ltd.
- Beamish, Eric

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the April 29, 2019 Regular Meeting of Council.

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETINGS

1. By-law Number 042-19 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Lot 8, Conn Village and is Municipally known as 9639 Wellington Rd 14, Geographic Township of West Luther – Clayton Squirrell) 001
2. By-law Number 043-19 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Part Lot 13, Part Div 4, RP 60R2772, Part 1 and is municipally known as 7294 Sideroad 5 West, geographic Township of Arthur – Eric Beamish) 004
3. By-law Number 044-19 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Part Lots 2 to 4, W/S Arthur St, Plan Mount Forest with a civic address of 331 Arthur Street – Circuit City Holdings inc.) 007

Recommendation:

THAT By-law Numbers 042-19, 043-19, and 044-19 be read a First, Second and Third time and enacted.

ADOPTION OF MINUTES OF COUNCIL

- Regular Meeting of Council, April 8, 2019 010

Recommendation:

THAT the minutes of the Regular Meeting of Council held on April 8, 2019 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- a. The Lynes Blacksmith Shop Committee, April 9, 2019 019

Recommendation:

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of The Lynes Blacksmith Shop Committee meeting held on April 9, 2019.

- b. Recreation and Culture Committee, April 17, 2019 024

Recommendation:

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of the Recreation and Culture Committee meeting held on April 17, 2019.

Recommendation:

THAT the Council of the of the Corporation of the Township of Wellington North approve the 2020 Facility Rental Fees and Charges and the 2020 and 2021 Recreation Programs Fees and Charges;

AND FURTHER THAT a by-law to adopt the 2020 Facility Rental Fees and Charges and the 2020 and 2021 Recreation Programs Fees and Charges be prepared and brought to a future Council meeting;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to adopt the 2020 Facility Rental Fees and Charges and the 2020 and 2021 Recreation Programs Fees and Charges.

Recommendation:

THAT the Council of the of the Corporation of the Township of Wellington North approve that future requests from user groups for grants, donations, fee waiver, rate freezes will only be considered if accompanied by a current financial statement from the group making the request.

- c. Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee, April 16, 2019 028

Recommendation:

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of the Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting held on April 16, 2019.

- d. Arthur Downtown Revitalization Advisory Committee Meeting Minutes, April 18, 2019 030

Recommendation:

THAT the Council of the of the Corporation of the Township of Wellington North receive for information the minutes of the Arthur Downtown Revitalization Advisory Committee Meeting, April 18, 2019.

- e. Wellington North Cultural Roundtable Meeting Minutes, April 17, 2019 034

Recommendation:

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable Meeting, April 17, 2019.

Recommendation:

THAT the Council of the of the Corporation of the Township of Wellington North approve the Wellington North Cultural Roundtable hosting a 20 Years of Amalgamation celebration during Wellington North Culture Days on September 27, 28 and 29, 2019.

2. ECONOMIC DEVELOPMENT

- a. Report EDO 2019-010 Wellington North Farmers Market 036

Recommendation:

THAT Council of The Corporation of the Township of Wellington North receive for information EDO Report 2019-010 being a report on the Wellington North Farmers Market,

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

- b. Report EDO 2019-011 Main Street Revitalization Program and Funding 040

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the Economic Development Officer report EDO-2019-011 dated April 29th, 2019 being a report on the Main Street Revitalization Program and Funding;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approves the Arthur Downtown Revitalization Committee recommendations to utilize \$40,500 of the Main Street Revitalization Funding to support the programs as follows:

- *\$13,000 Signage*
- *\$20,000 Streetscaping and Landscaping Improvements*
- *\$ 7,500 Marketing & Promotion*

3. FINANCE

- a. Cheque Distribution Report, April 23, 2019 046

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated April 23, 2019.

- b. Report TR2019-008 – Award of Contract 18196, William St. Reconstruction, Mount Forest 051

Recommendation:

THAT the Council of The Corporation of the Township of Wellington North receive Report TR2019-08 being a report on the reconstruction of Isabella St. in Arthur;

FURTHER THAT the Council of the Township of Wellington North award Contract 5977-19 for the reconstruction of Isabella St. Arthur, to Moorefield Excavating Ltd., at a cost of \$2,298,637.19 plus applicable taxes.

4. OPERATIONS

- a. Report PW 2019-002 being a report on 2019 Reserve Wastewater Capacity Calculations for Wellington North 056

Recommendation:

THAT the Council of The Corporation of the Township of Wellington North receive Report PW 2019-002 being a report on 2019 Reserve Wastewater Capacity Calculations for Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to submit copies of the reports prepared by Triton Engineering Services Limited to the Ministry of Environment, Conservation & Parks;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to develop a Sewage Allocation Policy, establishing clear priorities and procedures for future allocation of sewage units for Council to consider and endorse;

AND FURTHER THAT the Council of the Township of Wellington North commit to allocating twenty five (25) sewage allocation units to infill lots in Mount forest;

AND FURTHER THAT the Council of the Township of Wellington North commit to allocating fifteen (15) sewage allocation units to Sharon Farms and Enterprises for 15 townhouse units at 730 Princess Street, Mount Forest;

AND FURTHER THAT the sewer allocation units to Sharon Farms and Enterprises for fifteen (15) townhouse units at 730 Princess Street, Mount Forest have an expiry of thirty-six (36) months from the date of passage of this resolution, after which period the allocation of fifteen (15) sewer allocation units for this development will be withdrawn.

5. COUNCIL

- a. Cheryl Gallant, Member of Parliament, Renfrew-Nipissing-Pembroke, correspondence dated April 4, 2019, regarding Bill C-68 reversing changes to the Fisheries Act 071

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive correspondence dated April 4, 2019 from Cheryl Gallant, Member of Parliament, Renfrew-Nipissing-Pembroke, regarding Bill C-68 reversing changes to the Fisheries Act

- b. Northern Wellington Youth Connections Event Program 073

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive the Northern Wellington Youth Connections Event Program.

- c. Saugeen Connects – Labour Force Diversification 101 Conference 077

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive the information regarding the Saugeen Connects – Labour Force Diversification 101 Conference

- d. Arthur Optimist Club, correspondence dated April 23, 2019, requesting that the Annual Canada Day Ball Tournament being held from Friday, June 28 to Sunday, June 30, 2019 at the Arthur ball diamonds and Optimist Pavilion be declared “Municipally Significant” 078

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive the Arthur Optimist Club, correspondence dated April 23, 2019, and declare their Annual Canada Day Ball Tournament being held from Friday, June 28 to Sunday, June 30, 2019 at the Arthur ball diamonds and Optimist Pavilion to be “Municipally Significant”.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

THAT all items listed under Items for Consideration on the April 29, 2019 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

BY-LAWS

- a. By-law Number 040-19 being a Drain By-law for the repair of Drain 15, West Luther 081
- b. By-law Number 041-19 being a Drain Repair By-law to provide for the repair of the Cardy Drain "A" and "B" 083
- c. By-law Number 045-19 being a by-law to appoint a Director of Operations for The Corporation of the Township of Wellington North

Recommendation: 085
THAT By-law Numbers 040-19, 041-19, and 045-19 be read a First, Second and Third time and enacted.

CONFIRMING BY-LAW NUMBER 046-19

Recommendation: 090
THAT By-law Number 046-19 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on April 29, 2019 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:
THAT the Regular Council meeting of April 29, 2019 be adjourned.

MEETINGS, NOTICES, ANNOUNCEMENTS		
3 rd Annual Northern Wellington Youth Connections Event	April 30, 2019	10:00 am – 2:30 pm
Saugeen Connects Labour Force Diversification Conference	May 1, 2019	8:00 am – 12:00 pm
Louise Marshall Hospital Auxiliary Spring Luncheon	May 3, 2019	11:30 am – 1:30 pm
Mount Forest Chamber of Commerce 2019 Excellence Awards, Dinner & Gala	May 5, 2019	6:00 pm
Green Legacy Tree Day	May 11, 2019	9:00 a.m. to 11:00 p.m.
Regular Council Meeting	May 13, 2019	2:00 p.m.
Cultural Roundtable Meeting	May 16, 2019	12:00 p.m.
Victoria Day	Office Closed	
Regular Council Meeting	May 27, 2019	7:00 p.m.

The following accessibility services can be made available to residents upon request with two weeks' notice:

Sign Language Services – Canadian Hearing Society – 1-877-347-3427
- Kitchener location – 1-855-656-3748
TTY: 1-877-843-0368 Documents in alternate forms – CNIB – 1-800-563-2642

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

BY-LAW NUMBER 042-19

BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (Lot 8, Conn Village and is Municipally known as 9639 Wellington Rd 14, Geographic Township of West Luther-Clayton Squirrel)

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

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

1. THAT Schedule 'A' Map 6 to By-law 66-01 is amended by changing the zoning on lands described as Lot 8, Conn Village, and is Municipally known as 9639 Wellington Road 14, Geographic Township of West Luther, as shown on Schedule "A" attached to and forming part of this By-law from Hamlet Commercial (C5) to Unserviced Residential (R1A);
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST, SECOND THIRD TIME THIS 29TH DAY OF APRIL 2019.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 042-19

SCHEDULE "A"



Rezoned from Industrial Holding M1(H) to Industrial M1

This is Schedule "A" to By-law 042-19

Passed this 29th day of April 2019

MAYOR

CLERK

EXPLANATORY NOTE**BY-LAW NUMBER 042-19****THE LOCATION OF THE SUBJECT LANDS**

The property subject to the proposed amendment is described as Lot 8, Conn Village and is Municipally known as 9639 Wellington Rd 14, Geographic Township of West Luther. The property is approximately 849.8 m² (0.21 ac) in size with an existing single detached dwelling and is currently zoned Hamlet Commercial (C5).

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands from Hamlet Commercial (C5) Zone to Unserviced Residential (R1A) Zone.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 043-19

BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (PART LOT 13, PART DIV 4, RP 60R-2772, PART 1 AND IS MUNICIPALLY KNOWN AS 7294 SIDEROAD 5 WEST, GEOGRAPHIC TOWNSHIP OF ARTHUR -Eric Beamish)

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

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

1. **THAT** Schedule 'A' Map 5 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 13, Part Div 4, RP 60R-2772, Part 1 and is municipally known as 7294 Sideroad 5 West, Geographic Township of Arthur, as shown on Schedule "A" attached to and forming part of this By-law from Rural Industrial (RIN) to Rural Industrial Exception (RIN-26);
2. **THAT** Section 33 Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

33.26 Part Lot 13, Part Div 4, RP 60R-2772, Part 1 (Arthur) 7294 Sideroad 5 West	RIN-26	In addition to the other permitted in the Rural Industrial (RIN) zone, the indoor cultivation of cannabis for commercial sale by a licensed producer is permitted subject to approval and licensing by Health Canada under the Cannabis Act or subsequent regulations.
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3. **THAT** except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 66-01, as amended; and,
4. **THAT** this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST, SECOND THIRD TIME THIS 29TH DAY OF APRIL 2019.

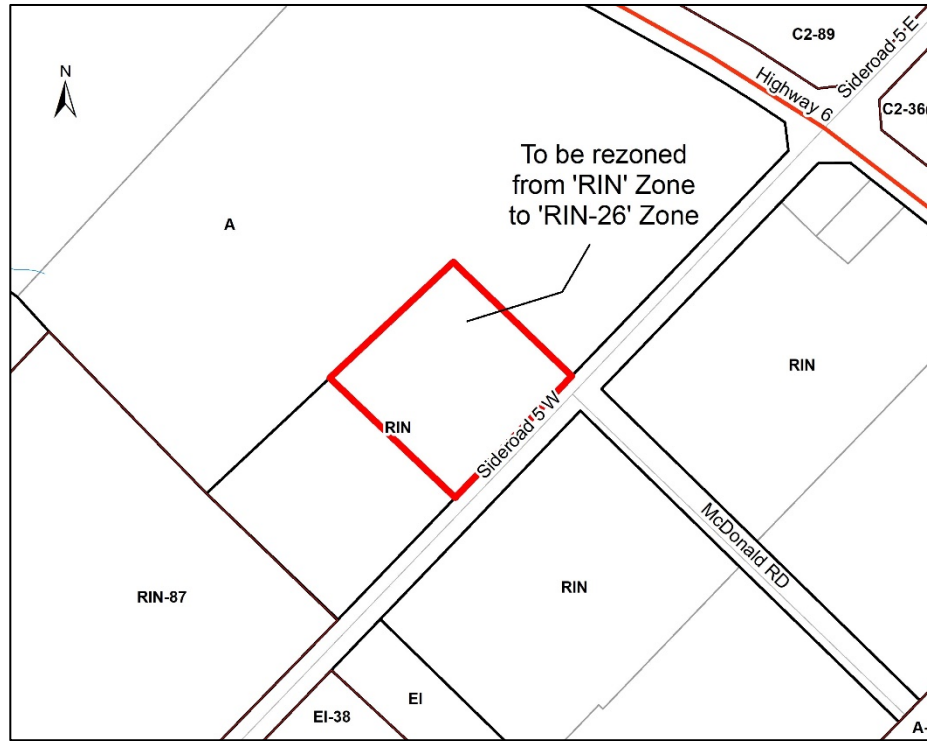
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 043-19

SCHEDULE "A"



To be rezoned from Rural Industrial (RIN) to Rural Industrial Exception (RIN-26)

This is Schedule "A" to By-law 043-19

Passed this 29th day of April 2019

MAYOR

CLERK

EXPLANATORY NOTE**BY-LAW NUMBER 043-19****THE LOCATION OF THE SUBJECT LANDS**

The land subject to the proposed amendment is described Part Lot 13, Part Div 4, RP 60R-2772, Part 1 and is Municipally known as 7294 Sideroad 5 West, Geographic Township of Arthur. The property is approximately 1.17 hectares (2.9 acres) in size.

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands to permit the indoor cultivation of cannabis subject to approval and licensing by Health Canada as an additional permitted use on the property.

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

BY-LAW NUMBER 044-19

BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (PART LOTS 2 TO 4, W/S ARTHUR ST, PLAN MOUNT FOREST WITH A CIVIC ADDRESS OF 331 ARTHUR STREET-CIRCUIT CITY HOLDINGS INC.)

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

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

1. THAT Schedule 'A' Map 3 to By-law 66-01 is amended by changing the zoning on lands described as Part Lots 2 to 4, W/S Arthur St, Plan Mount Forest with a civic address of 331 Arthur Street, as shown on Schedule "A" attached to and forming part of this By-law from **Industrial (M1)** to **Medium Density Residential (R2)**;
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST, SECOND THIRD TIME THIS 29TH DAY OF APRIL 2019.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 044-19

SCHEDULE "A"



To be rezoned from Industrial (M1) to Medium Density Residential (R2)
This is Schedule "A" to By-law 044-19

Passed this 29th day of April 2019

MAYOR

CLERK

EXPLANATORY NOTE**BY-LAW NUMBER 044-19****THE LOCATION OF THE SUBJECT LANDS**

The subject property is legally described as Part Lots 2 to 4, W/S Arthur St, with a civic address of 331 Arthur Street. The lands subject to the amendment are 0.4 ha (0.99 ac) in size and are currently zoned Industrial (M1).

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands from Industrial (M1) to Medium Density Residential (R2) to facilitate the construction of street townhouse blocks (11 units total) depending on services available.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING MINUTES OF COUNCIL
APRIL 8, 2019 @ 2:00 P.M.
CLOSED MEETING SESSION @ 1:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

Members Present:

Mayor: Andrew Lennox
Councillors: Sherry Burke
Lisa Hern – joined the meeting at 2 pm
Steve McCabe
Dan Yake

Staff Present:

Chief Administrative Officer: Michael Givens
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Director of Finance: Adam McNabb
Economic Development Officer: Dale Small
Chief Building Official: Darren Jones
Community Recreation Coordinator: Mandy Jones
Human Resources Manager: Chanda Riggi
Senior Planner: Curtis Marshall

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

RESOLUTION: 2019-089

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Agenda for the April 8, 2019 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST-None**CLOSED MEETING SESSION**

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

RESOLUTION: 2019-090

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:

(f) *advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

CARRIED

1. Report CBO 019-2019 MDS II Setback re: 9375 Highway 6
Correspondence dated April 1, 2019 [REDACTED] 9357 Highway 6 re: MDS

1. REVIEW OF CLOSED SESSION MINUTES

- February 11, 2019 – Council Meeting
- April 1, 2019 –Special Council Meeting
- January 15, 2019 – Recreation & Culture Committee Meeting
- February 19, 2019 - Recreation & Culture Committee Meeting

2. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2019-091

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 1.48 p.m.

CARRIED

The Mayor reconvened the meeting at 2 pm. Councillor Lisa Hern joined the meeting and declared a pecuniary interest with closed item Report CBO 019-2019 MDS II Setback re: 9375 Highway 6 and Correspondence dated April 1, 2019 [REDACTED] 9357 Highway 6 re: MDS as the complainant has involved an organization in the matter from which she receives monetary gain. She left the meeting.

RESOLUTION: 2019-092

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North Report receive Correspondence dated April 1, 2019 [REDACTED] 9357 Highway 6 re: MDS; AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

Councillor Hern rejoined the meeting.

RESOLUTION: 2019-093

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of Township of Wellington North approve the Closed Meeting Minutes of:

- *February 11, 2019 – Council Meeting*
- *April 1, 2019 – Special Council Meeting*
- *January 15, 2019 – Recreation & Culture Committee Meeting*
- *February 19, 2019 - Recreation & Culture Committee Meeting*

CARRIED

O ' CANADA

COUNTY COUNCIL UPDATE

1. Campbell Cork, Councillor, Wellington County Ward 3

Councillor Cork provided an update to Council regarding his involvement with the Solid Waste Services Committee. The county is working to divert recycling from the garbage collected at the transfer stations prior to it being shipped to the Riverstown landfill site. People are being encouraged to use recycling boxes rather than put everything into the garbage. The use of green bins is being considered to prevent organics and food waste from going into the landfill and causing leaching onto other properties. Bells Creek and wells are monitored for leachate. In Ontario there is an average of 14 years capacity left in landfills. The Riverstown landfill has 25 years capacity. The County will be retendering recycling and garbage pickup and will consider green bins at that time. The blue box business is changing with industries taking responsibility for recycling their products and looking at packaging.

PRESENTATIONS

1. Shannon Wood, Saugeen Conservation
Wayne Brohman, General Manager/Secretary Treasurer

Ms. Wood and Mr. Brohman presented information about Saugeen Conservation does; the Provincial perspective; the watershed; why conservation authorities were established; core mandate for all Ontario conservation authorities; Saugeen Conservation capital projects, flood warning, and environmental planning and regulations; tree planning and management; stewardship services; water quality; agricultural programs; conservation education; communications/outreach and the Saugeen Foundation; and conservation areas/recreational opportunities.

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2019-094

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of April 8, 2019 for the purpose of holding a Committee of Adjustment Hearing under the Planning Act.

CARRIED

- Committee of Adjustment – A02-19 Seawaves Homes Ltd.
- Committee of Adjustment – A03-19 Bowman, Murray and Miriam
- Committee of Adjustment – A04-19 Bennett, Ryan

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2019-095

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North resume the April 8, 2019 Regular Meeting of Council.

CARRIED

ADOPTION OF MINUTES OF COUNCIL

- Regular Meeting of Council, March 25, 2019
- Special Meeting of Council, April 1, 2019

RESOLUTION: 2019-096

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the minutes of the Regular Meeting of Council held on March 25, 2019 and the Special Meeting of Council held on April 1, 2019 be adopted as circulated.

CARRIED

BUSINESS ARISING-None

DEPUTATIONS

1. Nathan Marshall, Blackburn Radio

- #RunPhilRun

Mr. Marshall appeared before Council to promote the #RunPhilRun mental health awareness and fundraising campaign taking place during Mental Health Week, May 6 – 10, 2019 in communities across Midwestern Ontario. On May 7 Phil will run/walk/crawl from Mount Forest to Arthur. They have partnered with Get in Touch for Hutch to organize the event.

COUNCIL OPEN FORUM**HOUSING**

- Should the Township be concerned about this issue?
- Should Wellington North residents be concerned about this issue?
- What role, if any, should Wellington North play in resolving this issue?
- What role should we ask other stakeholders to play?
- Who should be involved in looking for solutions?
- Do changes in community makeup affecting housing needs?

Council discussed awareness of funding programs available through the County of Wellington; involvement of other levels of government; changes in developments and how housing needs have changed; employers role; and what role Wellington North might play. Mayor Lennox and CAO Michael Givens attended a meeting with the Minister of Municipal Affairs and Housing to discuss the housing issue. Mayor Lennox is meeting with employers next week and our MPP will be in attendance.

Next month's Council Open Forum topic will be traffic and pedestrian safety.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 1d, 1f, 3a, 3b and 4b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2019-102

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT all items listed under Items for Consideration on the April 8, 2019 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee – Meeting #78, November 23, 2018.

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of the:

- *Maitland Source Protection Authority Meeting #3/18, November 28, 2108*
- *General Membership Meeting #1/19, February 11, 2019*
- *General Membership Meeting #2/19, February 20, 2019*

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable Meeting - March 21, 2019.

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Downtown Revitalization Advisory Committee Meeting, March 28, 2019.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2019-04 being the Building Permit Review for the period ending February 28, 2019.

THAT Council of the Township of Wellington North receive Report CBO 2019-05 Maple Hill Estates Inc. - Development Agreement – Oxford Street/Ayrshire Street, Mount Forest; AND FURTHER THAT Mayor and Clerk be authorized to sign a By-law to enter into a Development Agreement with Maple Hill Estates Inc. in the form of the draft agreement; AND FURTHER THAT the Mayor and the CAO of the Corporation be authorized and directed to sign the agreement on behalf of the Corporation.

THAT Council of the Township of Wellington North receive Report CBO 19-06 being a report on Wellington North Health Care Corp. Site Plan Agreement – 630 Dublin Street, Mount Forest;

AND FURTHER THAT the Mayor and Clerk be authorized to sign a By-law to enter into a Site Plan Agreement with Wellington North Health Care Corp. in the form of the draft Agreement;
AND FURTHER THAT the Mayor and the Clerk of the Corporation be authorized and directed to sign the Agreement on behalf of the Corporation.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2019-07 being the Building Permit Review for the period ending March 31, 2019.

THAT Council of the Township of Wellington North receive Report CBO 19-08 being a report on Arthur WWTP and Frederick Street SPS Expansion - Site Plan Approval.

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated April 2, 2019.

THAT Council of the Township of Wellington North receive for information Report CLK 2019-019 being a report on the provision of services for licensing dogs;

AND FURTHER THAT Council waive the provision in the purchasing and procurement policy to seek out Quotes on a competitive basis;

AND FURTHER THAT dog licensing services be single sourced to DocuPet Inc;

AND FURTHER THAT staff be directed to work with DocuPet Inc. to negotiate an agreement for the provision of services and report back to Council for authorization.

THAT Council of the Township of Wellington North receive CLK Report 2019-020 being a report on Consent Application B14-19 known as Part Lot 6, Concession 3 (formerly West Luther Twp) now the Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B14/19 as presented with the following conditions:

- THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
- THAT a Parkland dedication fee be paid (\$1,000 in 2019)
- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
- THAT the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;
- THAT the Owner enter into an agreement apportioning future maintenance costs on Drain 42;
- THAT the owner receive zoning approval for the oversized accessory structure to the satisfaction of the Township;
 - THAT the owner receive zoning approval to restrict residential development.

AND FURTHER THAT Council authorizes the Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

THAT the Council of the Corporation of Township of Wellington North receive the Victoria Cross Public School students correspondence requesting a plastic straw ban.

THAT the Council of the Corporation of Township of Wellington North receive the Arthur & Area District Chamber of Commerce Certificate of Recognition.

THAT the Council of the Corporation of Township of Wellington North receive the Minister of Infrastructure and Communities correspondence dated March 27, 2019 regarding additional \$2.2 billion to the Gas Tax Fund – one-time top-up.

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2019-097

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of the Arthur Downtown Revitalization Advisory Committee Meeting, March 27, 2019.

CARRIED

RESOLUTION: 2019-098

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting, April 2, 2019

CARRIED

RESOLUTION: 2019-099

Moved: Councillor Hern

Seconded: Councillor McCabe

That the Economic Development Officer report EDO-2019-008 dated April 8th, 2019 being a report on the Arthur and Mount Forest Chamber of Commerce Memorandum of Understanding be received for information;

AND FURTHER THAT the Mayor and Clerk be authorized to sign a By-law to enter into a Memorandum of Understanding;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North direct the Mayor and CAO to sign the MOU's on behalf of the Township of Wellington North.

CARRIED

RESOLUTION: 2019-100

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of The Corporation of the Township of Wellington North receive Report EDO 2019-009 being a report on the Grants and Donations Community Development Fund;

AND FURTHER THAT the Council of the Township of Wellington North, in recognition of the important role that not-for-profit organizations and community groups play in our municipality approves the recommendations contained in this report.

SCHEDULE "A" GRANTS/DONATIONS	
Arthur Agricultural Society	500.00
Arthur & District Horticultural Society	600.00
Arthur and Area Horticultural Youth Society	200.00
Arthur & District Chamber of Commerce – WN Guide	2,500.00
Arthur & District Chamber of Commerce – AGM	1,000.00
Arthur Optimist Club	2,500.00
Arthur Opti-Mrs. Club	500.00
#GetInTouchForHutch	1,592.14
Mount Forest Agricultural Society	500.00
Mount Forest & District Arts Council	350.00
Mount Forest District Chamber of Commerce – WN Guide	2,500.00
Mount Forest District Fire Works Festival	2,500.00
Mount Forest Horticultural Society	600.00
Mount Forest Lions Club	500.00
Mount Forest Optimist Club	400.00

North Wellington Health Care Professional Recruitment	500.00
The Raw Carrot	500.00
Wellington Heights Secondary School Scholarships	900.00
Wellington County Farm and Home Safety	7,500.00
SCHEDULE "B" WAIVER OF FEES	
100 Women Who Care Rural Wellington	280.24
Arthur Lions Club	1,048.93
Arthur Lions Club and the Churches of Arthur	721.51
Arthur SU Sportz Camp	737.91
Little Black Dress Affair	721.51
Mount Forest District Chamber of Commerce	721.51
Mount Forest Lions Club	793.25
Mount Forest Louise Marshall Hospital Foundation	2,136.27
North For Youth	920.25
St. Andrews Presbyterian Church, Arthur – Womens Group	547.00
Warm Winter Wishes (subject to request)	948.77
Women of Grace Anglican Church	404.54
SCHEDULE "C"	
Arthur Minor Lacrosse Association	
Big Brothers Big Sisters of North Wellington	1,000.00
Community Resource Centre of North and Centre Wellington	
Father's Heart Healing Ministries	
Friends of Pickleball Mount Forest	
Highlands Youth for Christ – Arthur Door Youth Centre	
Mount Forest Minor Hockey Association	
Ontario Soil and Crop Improvement Association	2,000.00

CARRIED

RESOLUTION: 2019-101

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Report TR2019-07 being a report on the reconstruction of William St. in Mount Forest, be received;

AND FURTHER THAT the Council of the Township of Wellington North award Contract 18196 for the reconstruction of William St. Mount Forest, to Moorefield Excavating Ltd., at a cost of \$1,727,706.71 plus applicable taxes.

CARRIED

NOTICE OF MOTION

No Notice of Motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake announced that the Lyons Blacksmith Shop Committee is meeting on April 9, 2019.

Mayor Lennox announced that he will bring greetings to the District Horticultural Society meeting on April 13, 2019. A Memorandum of Understanding with the Arthur Horticultural Society has been drafted.

BY-LAWS

- a. By-law Number 035-19 being a by-law to authorize the execution of a Development Agreement PT PKLT 1, 2 and 3 South of Clyde St Mount Forest PT 1 60R3402; Wellington North PIN: 71075-0074 (LT)
- b. By-law Number 036-19 being a by-law to authorize the execution of a Site Plan Agreement Part of Park Lot 5 South Side of Waterloo Street Plan Town of Mount Forest as in DN365, Part 2, 61R10674; Save & Except Part 1, 61R-7506; Subject to an easement in favour of Dublin Street Except Part 1, 61R10764 as in WC197676; Part of Dublin Street Plan Town of Mount Forest closed by By-law WC197561 designated as Part 1, 61R-10674; subject to an easement in favour of the remainder of Dublin Street as in WC197676; Township of Wellington North, in the County of Wellington, having Property Identifier Number 71057-0190 (LT) (630 Dublin Street)
- c. By-law Number 037-19 being a by-law to authorize the execution of a Memorandum of Understanding with the Mount Forest and District Chamber of Commerce
- d. By-law Number 038-19 being a by-law to authorize the execution of a Memorandum of Understanding with the Arthur and District Chamber of Commerce

RESOLUTION: 2019-103

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Numbers 035-19, 036-19, 037-19, and 038-19 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT**Celebrating 4-H Clubs**

4-H is a non-profit positive youth development organization that spans the world and 10 provinces across our country. 4-H was established in Canada in 1913 and the first club in Ontario was formed in Waterloo County in 1915. The movement grew rapidly to 2369 members and 127 clubs in Ontario by 1923. Today, there are over 6,000 members in the province.

The four H's represent organization's core values: Head (managing, thinking), Heart (relating, caring), Hands (giving, working) and Health (being, living). The 4-H motto is: "Learn To Do By Doing" and is demonstrated through their hands-on projects. In 1935, the first homemaking club was introduced and 1,000 girls completed the "simple cotton dress" project. The 4-H club movement has been extremely active in the Wellington North area since that 1915 founding.

CONFIRMING BY-LAW NUMBER 039-19

RESOLUTION: 2019-104

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT By-law Number 039-19 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on April 8, 2019 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2019-105

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Regular Council meeting of April 8, 2019 be adjourned at 4:36 p.m.

CARRIED

CLERK

MAYOR

**Minutes, Opening a new Season
The Lynes Blacksmith Shop
Tuesday April 9, 2019**

Location: Lynes Blacksmith Shop (House)

PRESENT: Kate Rowley, Barry Manser, Velma Manser, Cor deGroot, Adele deGroot, Kyle Smith, Jack Benham, Sherry Burke, Mandy Jones, Dan Yake, Steve Walker, Penny Renken

REGRETS: Janice Hindley, Campbell Cork

Kate welcomed everyone to the inaugural meeting of the restoration committee. This meeting will primarily be to outline what the committee wishes to accomplish this year.

Finishing 2018:

Kate distributed a Work Progress Record for 2018 which outlines the number of volunteer hours spent on the different tasks in 2018, not including committee and council meetings.

Thanks to Barry for keeping an important and meticulous record of the work done by volunteers.

Kryisia is still in contact with Kate and keenly follows our progress. Kryisia's young niece, Guilianna Luchesse, wrote a diary entry for a school project and Kate read it. Guilianna wrote about visiting her aunt's grandfather's workshop and learning about the blacksmith shop and her family. The family's whole life is wrapped up in this project.

Transfer: The official transfer of the property to the Township of Wellington North has been completed. This does change the role of the municipality, but our committee continues to lead the revitalization and restoration project.

Gas tank: The application for the variance (14" away from the building) has been accepted. The tank will be remaining underground and the Ministry will give us instructions to finish dealing with the tank. We're hoping to do the work ourselves to save some cost with supervision from a qualified Petroleum Mechanic. It will be a costly project but it will be done properly.

Plans for Restoration and Repairs, 2019:

As the forge was our focus last year, this year we have chosen the front of the building to be a high-profile and high-return focus for 2019.

West-facing façade: Steve Walker will be the lead on the stonework. Steve outlined the work that lies ahead. The old mortar will be chipped off and replaced with new mortar. The arches need to come out and angle iron put in for reinforcement. The iron braces will not be visible after arches are rebuilt. All doorways and window sills will be restored. Steve is thinking of Douglas Fir for the windowsills, but that decision can be made later. Would need the wood with no hearts. Barry has a line on some.

In 3 or 4 different locations the stones are tipping out. Ribbon pointing of the stone will then have to be restored.

The south entry will be made wheelchair accessible at the time of the restoration

Steve Hodges has offered to volunteer his help when needed.

When asked for advice, Kyle suggested keeping the area roped off to the public for safety but the public would enjoy viewing restoration and seeing the work involved.

The facade will need about a month's time frame. It will require more man-power and labour rather than material cost. Steve is hoping to start mid to late May.

Dan advised that Darren Jones wants to be kept updated on the plans and is available to come over and see Kate. Kate agreed and will contact him.

Interior of Shop: 2nd forge and chimney will be a focal point. We already have the mortar and brick that we need. Just need to line up a bricklayer. We need someone more local than Bob from Hanover.

The plank floors will also be repaired and restored in May /June.

Inventory: We have been asked by the Municipality for an inventory of contents in the shop for insurance purposes. Velma and Barry have started with the photographs and their description. The inventory will mostly comprise of the larger machinery. The house will be minimal. Mandy and Kate will stay in contact on this matter.

Gardens and Grounds: Clayton Robertson, landscaper, will do a large screen planting on the south boundary. The black chain link fence to the south has already been installed and it can hardly be seen. The neighbours are happy that the issue has been resolved.

Barry has contacted Terry Rothwell as the apple trees need to be reinvigorated and pruned. They will be pruned more in line with ornamental trees rather than an apple orchard.

The Municipality has agreed to cut the grass. Mandy will provide all contact information to Kate to arrange a site walk through with the works crew. We are grateful to Mandy for her help in facilitating this relationship.

After the successful planting of 30 cedars and 10 tamaracks last year, it was agreed we will do more this year. It will be important to plant new trees each year. The dead pines have been removed and there will be others that will need to be taken down each year. By the time that all the old pine trees have died, there will be a nice cover from the new ones planted each year. Jack agreed that it would be easy to order more trees from Green Legacy.

Gardening: Kate will make presentations to the Horticultural Societies in both Mount Forest and Arthur to see if they would like to assist and be involved with our plans for new beds and plans for old ones.

Outside work: Kate would like to establish 1 half-day per week to have volunteers work on the grounds. Eg. A Thursday morning before the sun gets too hot (especially in the summer). We agreed to try it. Velma and Kate will start a program after May 24 weekend.

2 Manitoba Maples: Barry advised that he knows a man who is interested in cutting and removing the 2 maple trees by the street. He is willing to pay \$500 for the tree to the south and less for the one by the shop. (It's not as good but still worth something.) These trees will eventually be a liability as they are rotting. It was agreed to pursue this plan to get money for trees that have to come down anyway.

Shop Loft: Barry advised that all the items from the loft floor have been removed. They included parts for 2 cutters and wagon racks which are painted and pin striped. At the moment they are stored in the south half of the shop which is now full. Barry had help getting the items down from Jim Machan and his family. When the roof has been removed, for its restoration, then the loft can be cleaned properly. For now, it has to be decided which items go to the dump, kept or sold. Luckily, we now have some of the Carriage Works items for our display which we can work on before the fall.

Fundraising: Kate thanked Jack for the \$1,500 that he raised from the 2nd Look in Arthur. He is also checking on another source for potential funds. He will also return to 2nd Look again.

Grants: Council supported our application for the Façade Improvement Grant. Our needs fit right in with the grant's requirements and it was supported unanimously. The amount is \$2,500 in grant and \$2,500 in loan. We still have some money in the bank, some money coming, but a lot of work that we want to do. Everyone needs to think about possibilities for fundraising.

We were unsuccessful in getting a small grant from the County, but there are still lots of little pools to try and tap into for funds. We'll need more money from the community of Wellington North and farther afield. Always looking for new ideas.

Jack and Kate will get together to submit a grant that Jack is working on.

An Income Statement for 2018 and currently for 2019 with revenues and expenses was handed out for our information.

Events: We need more fundraising events other than Culture Days in the Fall. How can we fundraise while in restoration? We'd like to invite the public on a couple of Saturdays. Spring Romp? Set up a table at the County Museum's Harvest Festival and tie in with that? Maybe have a table there with our information?

We're not ready yet to have school groups attending the shop. But it is a good idea to get high school groups and youth groups such as Scouts, Guides involved.

Environmental Test Wells: 3 wells need to be decommissioned. Requires paperwork. We'll hold off working on these until the issue of the gas tank has been completed.

Meeting adjourned: 12:10pm

We visited the blacksmith shop and the property after the meeting.

Next Meeting: to be announced by Kate

LYNES BLACKSMITH COMMUNITY PROJ

Years Ending:

31-Dec-19

Income Statement

Revenue	2019	2018
Personal donations	\$ 300	\$ 4,500
Business donations	\$ 500	\$ 3,500
Grant revenue	\$ 5,000	-
Event fundraising	\$	\$ 797
Memorial donations carried over	\$	
Sales revenue	\$	
Total Revenues	5800	8,797
Expenses		
Advertising/Printing	\$	\$ 4,939
Equipment/Supplies	\$	\$ 1,200
Labour	\$	\$ 3,014
Maintenance and general repairs	\$	
Utilities	\$	
TSSA gas tank variance application	1313.63	593
Total Expenses	1313.63	9,746
Net Income	4486.32	(949)
End of year Balance	\$	4,658

LYNES BLACKSMITH SHOP: WORK PROGRESS RECORD 2018

Volunteer Hours	Jan to Dec 2018	Task
		Groundskeeping and Woodlot Management
94		TREES: clearing, pruning, brush collection, chipping, paths
67		TREES: chainsaw, stack wood, stump removal
15		GARDENS: clean-up, deadheading, trimming, weeding
59		LAWN: raking, mowing, feeding, seeding, harrowing
21		Landscaping and design planning, fencing, tree planting
8	264	Property lines, finding survey stakes, fence prep
		Sourcing and Collection of materials
65		Salvage and clean yellow bricks and barn floor planks
28	93	On-site storage, delivery of materials (picnic tables, mortar, burlap etc.)
		Garbage/Maintenance
31		Collection and removal, hazardous waste removal, tidy property
20	51	Seasonal shut down, snow shovelling, winter check-ups
		House and Barn
29		HOUSE: clear bedrooms, clean, maintenance, water, pest control,
32		HOUSE: repairs, basement, upkeep, eavestroughs
15	76	BARN: sorted and cleared
		Blacksmith Shop
48		FORGE: consultation, planning, consults, finding mortar
60		FORGE: prepare site, clear debris, clean chimneys, make footings
132		FORGE: Assist bricklayer in restoration, spraying, scaffolding, tidy
26		SHOP: early restoration work, planks and flooring, chimneys, roof
37	303	GAS TANK: site and off-site investigations,
		Other, Misc
30		VISITOR Showings by appointment, Preservation Works
275		CULTURE DAYS: exhibit prep, garbage runs, clean shop, demos, Sept 28-30
8	313	Conservation of artifacts, bellows and early inventory
	1100	Total Volunteer Hours 2018, excludes all committee and council meetings

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MEETING MINUTES
TUESDAY, APRIL 16, 2019 @ 8:30 A.M.
MOUNT FOREST & DISTRICT SPORTS COMPLEX – MEETING ROOM**

Committee Members Present:

- Steve McCabe, Councillor
- Andrew Lennox, Mayor
- Sherry Burke, Councillor
- Lisa Hern, Councillor
- Brian Milne, Councillor, Township of Southgate

Staff Members Present:

- Michael Givens, Chief Administrative Office
- Catherine Conrad, Deputy Clerk
- Tom Bowden, Recreation Services Manager
- Mandy Jones, Community Recreation Coordinator
- Darren Jones, Chief Building Official

Calling to Order –Councillor McCabe
Adoption of Agenda
<p>RESOLUTION REC 2019-020 Moved: Mayor Lennox Seconded: Deputy Mayor Milne <i>THAT the agenda for the April 16, 2019 Township of Wellington North Recreation and Culture Committee of meeting be accepted and passed.</i> CARRIED</p>
Disclosure of Pecuniary Interest
Minutes of Previous Meeting – February 19, 2019 (approved by Council on February 27, 2019)
Business Arising From Minutes
Delegations
<p>1. Mount Forest Victory Church</p> <p>Pastor Harry Engel, Mount Forest Victory Church, requested that the Committee recommend to Council that the Lease Agreement between the Township of Wellington North and Mount Forest Victory Church be amended:</p> <ul style="list-style-type: none"> • To renegotiate the renewal period beginning August 16, 2019 from a 5 year lease to a 100 year lease • To remove the \$500.00 a month lease rate attached to the renewal for 2019 • To remove “termination by the Township without cause” <p>The Mount Forest Victory Church has honored the lease and value has been added to the facility. Opening the church up to the community has created a relationship and added the value of community connection. Groups using the facility do not require ice and could not afford to use the Sports Complex. Groups that would be able to use the Sports Complex are encouraged to do so. They have insurance in accordance with the agreement with the Township to cover those groups without insurance. The Church would like to put money back into the building rather than pay a monthly lease.</p>

2. Arthur Opti-Mrs Club, Dog Park

Janice McCabe and Shawna Lougheed presented a proposal to build a dog park in Arthur. The Opti-Mrs would like to build an off-leash dog park to celebrate their 50th Anniversary in 2021. A dog park was identified as a need for the community through the Recreation Master Plan and Development Charges Study and would give the community an opportunity to socialize with their dogs. The organization is thinking \$25,000 would be a soft budget. First, a location would need to be determined. Second, give consideration to the size and layout. A staging area to take dogs off leash would be included. Third, start working on a real budget.

Items to consider include fencing, shade areas, benches, garbage bins, signage and access to water. They would partner with #GetInTouchForHutch for benches and request partnering with the Township for insurance. While dog owners would be relied upon for maintaining cleanliness of the park; the Opti-Mrs members would have a schedule to assist with cleaning up the park. The Opti-Mrs Club has researched this project online and in-person through conversations with another municipality. Fundraising considerations include donations from the local community, various pet related businesses and grants available through various programs.

The Committee provided direction to staff to support the concept of an off-leash dog park and consider potential locations.

3. Arthur Minor Hockey

Shawn Livingston, President, Arthur Minor Hockey, provided an update in regards to the status of Arthur Minor Hockey. The number of registrants has dropped over the last five years. The number of people involved with the Executive is also decreasing.

The executive discussed merging with another organization. OMHA boundary rules would not make it possible to merge with Mount Forest. Consideration was given to merging with Centre Wellington and included use of the Arthur Arena. A vote was conducted resulting in Arthur Minor Hockey continuing on its own next season.

4. Mount Forest Minor Hockey

Jamie Dewar, past president, Mount Forest Minor Hockey presented information about the organization and its connection with the Recreation & Culture Committee and its facilities. Currently the organization uses ice in the Town of Minto but would be interested in utilizing the Arthur Arena in consideration/exchange for a reasonable cancellation policy on contract ice time. They have used ice in Minto because there is no cancellation policy. The current Wellington North cancellation policy is a deterrent from using ice in Wellington North.

Tom Bowden, Recreation Services Manager, will arrange a meeting with both organizations to discuss ice allocation.

Reports**1. Facility Revenue Report**

Tom Bowden, Recreation Services Manager, reviewed ice revenues and hall rentals

The Committee requested that net numbers be provided for the next meeting to help them make informed decisions.

2. RAC 2019-008 Proposed Recreation Rental Fees and Charges

RESOLUTION REC 2019-021

Moved by: Mayor Lennox

Seconded by: Councillor Hern

THAT the Recreation and Culture Committee receive Report RAC 2019-008 being a report on the Proposed Recreation Rental Fees and Charges;

AND FURTHER THAT the Committee recommend to Council of the Township of Wellington North the approval of the 2020 Facility Rental Fees and Charges and the 2020 and 2021 Recreation Programs Fees and Charges.

CARRIED

RESOLUTION REC 2019-022

Moved by: Councillor Hern

Seconded by: Councillor Burke

RAC recommend to the Council of the Township of Wellington North that future requests from user groups for grants, donations, fee waiver, rate freezes will only be considered if accompanied by a current financial statement from the group making the request.

CARRIED

3. Utilities Comparison from the Compressor Upgrades for the MF Complex

Tom Bowden, Recreation Services Manager, reviewed the comparison of hydro, water & sewer and gas costs between last winter and this winter. It was noted that there was a savings of approximately \$10,000.

Other Business**Ad Hoc Committee Updates**

- **Mount Forest Aquatics**
Councillor Burke informed the Committee that the Mount Forest Aquatics Committee has split out core members from the Committee to form a fundraising group. They are well on the way with ideas and anticipate they are half way to the fundraising goal. Janet Elliott, Openspace Solutions, was included in the discussion related to the proposed splash pad. The official launch of the campaign will be in two weeks at the Home, Health and Garden Leisure Show. A fundraising facebook page is being set up.
- **Arthur Village Skateboard/BMX**
Councillor Hern advised that the Arthur Skateboard/BMX Park Ad-Hoc Advisory Committee will be meeting this evening to discuss roles and responsibilities, fundraising goals and procurement.
- **Lynes Blacksmith Shop**
Mandy Jones, Community Recreation Coordinator, commented that the Committee met last week. The underground fuel tank will be filled in. Wells will be decommissioned in the next couple years. An offer to remove the two Manitoba maple trees was received. The committee is considering planting trees on the property and rebuilding the second forge. They sorted items in storage and will possibly get rid of some and move others to the house.

New Business
1. Dressing Room 7, Arthur Area Community Centre Tom Bowden, Recreation Services Manager, explained that the roof over Dressing Room 7 is leaking. Patching has not stopped the leak. A roofing company will be investigating the leak and will also prepare a budget estimate to repair the blistering of the arena roof.
Roundtable
<ul style="list-style-type: none">• Mandy Jones, Community Recreation Coordinator – working to increase day camp registrations.• Tom Bowden, Recreation Services Manager – ice is out, arena boards have been cleaned, lacrosse is going strong.• Brian Milne, Councillor, - – interested to learn if there would be an opportunity for the Victory Church to run a ball hockey league.
Next Meeting: Tuesday, May 28, 2019 at 8:30 a.m. – Mount Forest & District Sports Complex – meeting room
Adjournment
RESOLUTION REC 2019-023 Moved: Councillor Burke Seconded: Councillor Hern <i>THAT the Township of Wellington North Recreation and Culture Committee meeting of April 16, 2019 be adjourned at 11:22 a.m.</i> CARRIED

028

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE MINUTES
APRIL 16, 2019 AT 7:00 PM**

The meeting was held in the Upper Hall at the Arthur Community Centre.

Committee Members Present:

- Lisa Hern, Councillor, Chair
- Andrew Lennox, Mayor
- Steve McCabe, Councillor
- Al Rawlins, Lions Member
- Wayne Horton, Lions Member
- Glen Cheyne, Lions Member (7:30 pm)

Staff Present:

- Michael Givens, CAO
- Mandy Jones, Community Recreation Coordinator
- Catherine Conrad, Deputy Clerk

CALLING TO ORDER

ADOPTION OF AGENDA

RESOLUTION ABSP 2019-05

Moved: Al Rawlins

Seconded: Wayne Horton

THAT the agenda for the April 16, 2019 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

MINUTES OF PREVIOUS MEETING

- February 19, 2019 – received by Council February 27, 2019

ITEMS FOR CONSIDERATION

1. Fundraising
 - a. Responsibilities
It was agreed that the Arthur Lions Club will be responsible for fundraising. A commitment or funds on hand will be required to proceed.
 - b. Goals
The Lions Club members will discuss a goal at the Directors Meeting to be held April 17, 2019. \$60,000 was suggested as an attainable goal. The park could be built in phases that coincide with fundraising achievements.
 - c. Charitable Donation Receipt Policy
It was clarified that the Township of Wellington North can issue receipts for charitable donations received for the project; however, the project must proceed.
2. Process to secure a provider
The Township has a procurement policy that, dependent on the value of the project, would be formal or informal. A procurement process is the most transparent. Council could waive the procurement process where it is determined that there is only one supplier.

The Lions Club members indicated that they would prefer their Club overseeing procurement. They will

obtain information and then present it to the Committee. It was suggested that the Grade 6 Arthur Public School children be involved in the process to determine what they would like to see incorporated into a design; then approach suppliers to come up with concepts. The next school visit is scheduled for April 29 and then again in June. Visits will then resume in the fall.

3. Signage update

The sign is ready to be installed as soon as the ground is dry enough to dig the holes for the posts. The coroplast sign will be secured to plywood and then mounted to the posts to provide durability. The Lions Club will have banners made to use at events for promotion. The banners will use the same terminology as the signs. To increase visibility the sign will be placed on an angle at the start of the tree line, facing the intersection of Domville and Tucker Streets.

4. Name discussion

The Lions Club would like to name the park in honour of the late Brent Barnes and will discuss with his widow, Joyce Barnes.

OTHER BUSINESS

NEXT MEETING – to be determined

ADJOURNMENT

RESOLUTION ABSP 2019-06

Moved: Al Rawlins

Seconded: Councillor McCabe

THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of April 16, 2019 be adjourned at 7:58 pm.

CARRIED

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
ARTHUR DOWNTOWN REVITALIZATION ADVISORY COMMITTEE MEETING MINUTES
WEDNESDAY, APRIL 17, 2019 @ 7:00 PM
ARTHUR COMMUNITY CENTRE – LOWER HALL**

Committee Members Present:

Lisa Hern, Councillor, Chair
Andrew Lennox, Mayor
Steve McCabe, Councillor
Tish Green, President, Arthur Chamber
Caroline Paquet
Paula Coffey
Jaime McKinnon
James Coffey
James Craig
Jacklyn Winter
John Schmidt
Fran Turnbull

Committee Members Absent:

Corey Bilton
Joe Walsh
Steve Kozinets

Staff Present:

Dale Small, Economic Development Officer
Cathy Conrad, Deputy Clerk

Staff Absent:

Michael Givens, CAO
Mandy Jones, Community Recreation Coordinator

CALLING TO ORDER – Councillor Lisa Hern
ADOPTION OF AGENDA
<p>RESOLUTION ADR 2019-007 Moved by: John Schmidt Seconded by: Jacklyn Winter <i>THAT the Agenda for the April 17, 2019 Arthur Downtown Revitalization Advisory Committee be accepted and passed.</i> CARRIED</p>
DISCLOSURE OF PECUNIARY INTEREST
MINUTES OF PREVIOUS MEETING
<ul style="list-style-type: none"> o March 27, 2019 – received by Council April 8, 2019
Roger Brooks Video - The 20 Ingredients of an Outstanding Downtown video – Part 3 – ingredients 15 to 20
The Committee decided to view Part 3 of the video at a future meeting.

ITEMS FOR DISCUSSION AND ACTION

At the March 27th meeting the committee agreed the top priority for our Downtown should be in support of curb appeal/beautification matters. At the committee's request this special meeting was scheduled in order to finalize our recommendations to council.

- **Blade Signage**

- 50% from CIP, 25% from Business, 25% from Main Street Revitalization Funding

RESOLUTION ADR 2019-008

Moved by: Jamie McKinnon

Seconded by: James Craig

THAT the Arthur Downtown Revitalization Advisory Committee recommends the Council of the Corporation of the Township of Wellington North approve \$5,000.00 for Blade Signage – In support of Ingredient 16 Blade Signage outlined in “Roger Brooks, The 20 Ingredients of an Outstanding Downtown”.

CARRIED

- **Poppy Art/Project**

- 4'-7' high and 16"-20" diameter
- Locations would be at two or three of the entranceway locations

RESOLUTION ADR 2019-009

Moved by: Paula Coffey

Seconded by: James Craig

THAT the Arthur Downtown Revitalization Advisory Committee recommends the Council of the Corporation of the Township of Wellington North approve \$10,000.00 for the Poppy Art Project – In Support of Ingredient 12 Community Gateways outlined in “Roger Brooks, The 20 Ingredients of an Outstanding Downtown”.

CARRIED

- **Speech Bubbles & Bubble Art**

- For vacant building windows in our Downtowns
- Window graphics would be reusable, and Building Owners would have input on messaging

RESOLUTION ADR 2019-010

Moved by: Tish Green

Seconded by: Fran Turnbull

THAT the Arthur Downtown Revitalization Advisory Committee recommends the Council of the Corporation of the Township of Wellington North approve \$1,000.00 for Speech Bubbles – In support of Ingredient 18 Curb Appeal outlined in “Roger Brooks, The 20 Ingredients of an Outstanding Downtown”.

CARRIED

- **Street Banners**

- Purchase of up to 25; 48" x 24" double sided street banners
- Would also cover the cost of metal brackets for the Arthur Chamber banners as well

RESOLUTION ADR 2019-011

Moved by: John Schmidt

Seconded by: Paula Coffey

THAT the Arthur Downtown Revitalization Advisory Committee recommends the Council of the Corporation of the Township of Wellington North approve \$7,000.00 for Street Banners – In support of Ingredient 12 Community Gateways and Ingredient 14 Downtown Gateways outlined in “Roger Brooks, The 20 Ingredients of an Outstanding Downtown”.

CARRIED

- **Your Town Rising proposal**

- Walkabout and discussion on paths forward
- A partnership with Wellington County, Minto, Mapleton and Centre Wellington is enabling us to bring these services to Wellington North for one day in May
- The Arthur Downtown committee was provided with the opportunity to have this review take place on Wednesday May 29th in Arthur.

RESOLUTION ADR 2019-012

Moved by: John Schmidt

Seconded by: Fran Turnbull

THAT the Arthur Downtown Revitalization Advisory Committee recommends the Council of the Corporation of the Township of Wellington North approve \$2,500.00 for the Your Town Rising proposal for the Town of Arthur – In support of Ingredient 2 The Action Plan outlined in “Roger Brooks, The 20 Ingredients of an Outstanding Downtown”.

CARRIED

- **Consistent Business Hours**

- Promote consistent business hours in our Downtown
- Encourage Businesses to stay open Thursday evenings until 8:00pm

RESOLUTION ADR 2019-013

Moved by: John Schmidt

Seconded by: Paula Coffey

THAT the Arthur Downtown Revitalization Advisory Committee recommends the Council of the Corporation of the Township of Wellington North approve \$3,000.00 for marketing and promotion of Consistent Business hours & Extended Hours on Thursday evening – In support of Ingredient 5 Consistent Hours outlined in “Roger Brooks, The 20 Ingredients of an Outstanding Downtown”.

CARRIED

- **Beautification Matters**

- A number of items were discussed in this category
- The committee is very committed to establishing a downtown gathering place or Programmed Plaza for the community to enjoy and connect.
- The committee feels strongly that the installation of more benches and planters would result in a major visual improvement to our Downtown.
- Should the repaving of our Downtown take place the committee wishes to be engaged with the project in an effort to support and consider Sidewalk Café’s, narrower traffic lanes, crosswalks and other improvements in our downtown

RESOLUTION ADR 2019-014

Moved by: Jaime McKinnon

Seconded by: Caroline Paquet

THAT the Arthur Downtown Revitalization Advisory Committee recommends the Council of the Corporation of the Township of Wellington North approve \$10,000.00 for benches and planters – In support of Ingredient 18 Curb Appeal outlined in “Roger Brooks, The 20 Ingredients of an Outstanding Downtown”.

CARRIED

- **Constant activity**

- There is a strong desire by the committee to work hard and support events that will result in more constant activity taking place in our downtowns.
- From a Roger Brooks perspective, communities should focus more attention on having a large number of small events taking place, versus a small number of large events.
- As a result, the committee discussed supporting The Hand Made Market which is planned to take place in Arthur on Saturday June 8th.

<p>RESOLUTION ADR 2019-015 Moved by Jaime McKinnon Seconded by: Tish Green <i>THAT the Arthur Downtown Revitalization Advisory Committee recommends the Council of the Corporation of the Township of Wellington North approve \$2,000.00 to support the Hand Made Market by The Arthur Cash and Carry – In support of Ingredient 19 Constant Activity outlined in “Roger Brooks, The 20 Ingredients of an Outstanding Downtown”.</i> CARRIED</p>
NEXT STEPS
<ul style="list-style-type: none"> ○ Work assignments <ul style="list-style-type: none"> ○ Paula will continue to gather information for the Poppy Art Project as well as the Street Banners. Will also reach-out to one additional local supplier for costing information for the Poppy Art. ○ Dale will reach-out to Marcc Apparel in order to have actual designs for the Speech Bubbles/Window Graphics for the next meeting ○ Jacklyn will, on behalf of the Chamber, commence work on the Consistent Hours and extended hours proposal ○ Fran will lead The Hand Made Market initiative and Dale will submit the necessary paperwork for the Street Closure for Saturday June 8th.
OTHER BUSINESS
<ul style="list-style-type: none"> ○ Round table/Member privilege
NEXT MEETING
<ul style="list-style-type: none"> ○ Wednesday May 29th, 2019 <ul style="list-style-type: none"> ○ For this meeting at least five members of the committee will be required to participate in the Downtown Walkabout from 3:00pm – 5:30pm and then all members will participate in the Group discussion from 6:00pm – 9:30pm
ADJOURNMENT
<p>RESOLUTION ADR 2019-016 Moved by: John Schmidt Seconded by: Mayor Lennox <i>THAT the March 27, 2019 Arthur Downtown Revitalization Advisory Committee meeting be adjourned at 8:53 pm.</i></p>



*Preserving, promoting and developing
Wellington North's unique cultural
resources to build a vibrant community
and a prosperous economy.*

TOWNSHIP OF WELLINGTON NORTH: CULTURAL ROUNDTABLE MEETING MINUTES

April 17, 2019 12:00 pm

Members Present:
 Gail Donald
 Robert Macdonald
 Penny Renken
 Linda Hruska, Acting Chair
 Bonny McDougall

Staff Present:
 Dale Small, EDO
 Michelle Stone, Recording Secretary

Absent:
 Chair; Jim Taylor,
 Councilor Lisa Hern
 Gary Pundsack

CALLING THE MEETING TO ORDER

- Acting Chair, Linda Hruska called the meeting to order at 12:00 p.m.

DECLARATION OF PECUNIARY INTEREST

- None declared

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION WNCR 2019-001

Moved: Gail Donald

Seconded: Penny Renken

THAT THE Agenda for the April 17, 2019 Wellington North Cultural Roundtable Committee Meeting be accepted and passed.

CARRIED

1. Minutes of Previous Meeting

- March 21, 2019
 The Committee reviewed the Minutes
 - correction in Minutes – Trish Wake was not at meeting.

2. BUSINESS ARISING FROM MINUTES

Culture Days and 20th Anniversary of Amalgamation

The Committee discussed their role in the planning and implementation for combining the Township's 20th Anniversary of the Amalgamation with Culture Days on September 27th, 28th and 29th, 2019. The following recommendation was made:

Recommendation:

*THAT the Cultural Roundtable Committee appoint Gail Donald and Jim Taylor as the two committee members to lead the planning of the **20th Years of Amalgamation** celebration to take place during Wellington North Culture Days and to prepare a resolution for council's approval of the celebration.*

Find a Grave Project

Recommendation:

THAT the Cultural Roundtable Committee appoint Bonny McDougall & Penny Renken as the two committee members to lead the "Find a Grave" cemetery program.

Simply Explore Culture Website

Recommendation:

THAT the Cultural Roundtable Committee appoint Jim Taylor as the team lead for updating the Simply Explore Culture website.

Volunteer Recognition Policy

Committee discussed and agreed that this committee did not feel that creating such a policy was something the Cultural Roundtable Committee should take on.

NEW BUSINESS

1. Jim Taylor will continue work on the updates for the historical site designations project and will update at next meeting
2. Dale provided a copy of the first draft for the Wellington North Culture days brochure. All committee members will review the draft and at the same time attempt to come up with additional events/locations to include in the Culture days celebration.

MOTIONS FOR COMMITTEE APPROVAL

- N/A

MEMBERS PRIVILEGE

The Hospital Auxiliary will be holding their Spring Luncheon on Friday, May 3 at United Church in Mount Forest from 11:30 am to 1:30 pm.

Knox Conn Presbyterian Church is presenting singer Randy Satchell on Sunday April 28th at 1:30pm
Cost is \$20.00 at the door.

The next Arthur Historical Society Meeting will be on Tuesday, April 23, 2019.

Arthur Agricultural Society Annual Volunteer Appreciation Dinner will be on Friday, April 26th, 2019 at the Arthur Community Centre.

The next Masonic Lodge breakfast is being held at the Arthur Curling Club on Saturday, April 20th, 2019 at 8:30 am.

The committee asked if Karren Wallace had the packages ready to start the "Find a Grave" Project.

NEXT COMMITTEE MEETING AND ADJOURNMENT

The next meeting is scheduled for Thursday, May 16, 2019 at 12:00 pm in Kenilworth.

Recommendation: *THAT the Cultural Roundtable Committee of April 18, 2019 be adjourned at 12:54pm.*



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF APRIL 29, 2019**

FROM: DALE SMALL, Economic Development Officer

**SUBJECT: REPORT EDO 2019-010
Wellington North Farmers Market**

RECOMMENDATION

THAT Council of the Township of Wellington North receive for information EDO Report 2019-010 being a report on the Wellington North Farmers Market,

AND FURTHER THAT the council of the Township of Wellington North approve the Wellington North Farmers' Market Roles and responsibilities Agreement with the Victory Church and Community Centre.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

EDO 2016-007 dated Feb. 17th, 2016
EDO 2018-019 dated May 7th, 2018

EDO 2017-011 dated March 27th, 2017

BACKGROUND

Since 2014 the Wellington North Farmers Market has proven to be very successful and continues to build awareness and attract customers. In 2018 we had eleven full time vendors and based on vendor feedback was the best year ever. Cost to run the market is low and vendor fees offset most of the costs related to insurance, promotion and marketing.

We are also very fortunate to have Harry Engel as our Market Manager. Harry has supported the Market since day one and the success of our market is a direct reflection of his support and contribution.

In 2018 Harry obtained his Market Manager certification from Farmers Market Ontario, (FMO) and in 2019 attended the Ontario Fruit and Vegetable Convention. This two-day

convention utilizes over 288,000 square feet of exhibit and meeting space in Niagara Falls, Ontario, and features a great lineup of horticultural experts, topical educational sessions, trade show exhibitors and great networking opportunities. Farmers Market Ontario is a major supporter of this event and provided many networking and symposium learning opportunities as well as grant funding to assist small Farmers Markets in attending the event.

In 2015 a Market Bucks promotion was created in-partnership with the County of Wellington and this promotion has proven especially popular with our community as well as our vendors. \$3,300 in Market Bucks were negotiated in 2017 and in 2018 this increased to \$3,950. We understand this program will once again be offered in 2019 and we thank the County for their leadership and support with this program.

In 2018 the following full-time vendors took part in the Wellington North Farmers Market and we expect to see the majority back in 2019:

VENDOR/FARM NAME	PRODUCTS SOLD
<i>All Sorts Acre</i>	Grass fed Lamb, sheep milk, ice cream, wool
<i>Big John's Country Market</i>	Full line of fruits and vegetables and frozen meats
<i>Birdsong Echo Produce</i>	Garden Produce, home-baking, wooden crafts
<i>Full Circle Farm</i>	Full line of fruits and vegetables, jams, pickles & baking
<i>Mary Latta</i>	Hand Knitted Items, slippers, hats, baby blankets, etc.
<i>Mount Forest CBD</i>	CBD Capsules, Hand-made topical cream & Educational Books
<i>Northside Gardens</i>	Plants, flower baskets & bouquets, home baked goods, crafts,
<i>Pillitteri Estates Winery</i>	VQA Wine
<i>Speers Quality Meats</i>	Frozen Beef, Chicken, Pork, Turkey, Meat Pies, meals, Cheese, Birch Syrup & BBQ Sausage & Hot Dogs
<i>Spring Hills Trout Farm</i>	Smoked Trout, Trout Dips, Fresh Rainbow Fillets
<i>Yeovil Carriage Works</i>	Full line of fruits and vegetables in season

In addition to the full-time vendors we also had five part time vendors who participated at various times through-out the year. These part-time vendors included not-for-profit organizations who we do not charge a fee to as well as other vendors who only wish to come periodically.

Each year we outline the roles and responsibilities between the Wellington North Farmers Market and the Victory Church and Community Centre. The following page reflects the agreement for 2019 which is pretty much identical to last years agreement:

**TOWNSHIP OF WELLINGTON NORTH FARMERS' MARKET
ROLES AND RESPONSIBILITIES AGREEMENT WITH
THE VICTORY CHURCH AND COMMUNITY CENTRE**

This document shall serve as an agreement between the two above noted parties in coordination with the Wellington North Farmers' Market

The market will be located on King St. E. At the Victory Community Centre in Mount Forest and will run each Friday afternoon from 3:00pm till 6:30 pm, from May 31st, 2019 to October 11th, 2019.

The Township of Wellington North Agrees to:

- Plan all aspects that pertain to the Wellington North Farmers' Market and act as the governing body, working in conjunction with the organizing committee and community
- Implement and regulate vendor agreements and collect payment
- Support the Market Manager by providing part-time student support and cover off the Market Manager responsibilities when the Market Manager is not able
- Ensure the appropriate road closure notices and approvals are received
- Carry liability insurance, specific to Local Community Insurance Services Facility Users and Events
- Position the Victory Church and Community Centre as the official Sponsor and include logo in all outgoing communication pieces

The Victory Church and Community Centre Agrees to:

- Act as the Wellington North Farmers' Market official Sponsor in exchange for:
 - Indoor access for use of washroom facilities for vendors and patrons
 - Use of indoor venue for vendors and patrons when inclement weather is incurred
 - Use of water and hydro as applicable
 - Perform the role of the Market Manager - to assist with erecting and dissembling signage on market days and to be a go-to source for vendors and the public
 - Provide programming to the market as agreed upon: I.E., provide music, set-up cafe, etc.
 - Provide information on your organization to patrons only upon request, or in a controlled setting, I.E., an information kiosk or booth
- Provide proof of liability insurance

Dated this 29th day of April 2019

FINANCIAL CONSIDERATIONS

The Wellington North Farmers Market operates on a break-even basis with revenue generated from vendor fees covering the costs associated with marketing, promotion and Insurance. In 2018 \$1,500.00 was budgeted in the Economic Development Office budget for both expenses and revenues. 2018 actual expenses came in at \$1,514 and revenue from vendor fees totalled \$1,471.

In 2019 our revenue and expense targets for the Farmers Market have stayed the same at \$1,500. Vendor fees have also been held at 2018 levels and, including HST, are as follows:

- \$200.00 for a vendor who signs up for the full season
- \$15.00 per day for vendors who participate on a day by day basis.

As part of the vendor application process in 2019 we are also asking returning vendors to provide us with information related to revenue generation. This information is being gathered at the suggestion of Farmers Market Ontario in order to assist with overall promotion and marketing of our markets.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

X Yes

No

N/A

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

X Brand and Identity

Positive Healthy Work Environment

X Strategic Partnerships

PREPARED BY:	RECOMMENDED BY:
<i>Dale Small</i>	<i>Michael Givens</i>
DALE SMALL ECONOMIC DEVELOPMENT OFFICER	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF April 29th, 2019**

FROM: DALE SMALL, Economic Development Officer

SUBJECT: REPORT EDO 2019-011 Main Street Revitalization Funding

RECOMMENDATION

That the Council of the Corporation of the Township of Wellington North receive for information the Economic Development Officer report EDO-2019-011 dated April 29th, 2019 being a report on the Main Street Revitalization Program and Funding;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approves the Arthur Downtown Revitalization Committee recommendations to utilize \$40,500 of the Main Street Revitalization Funding to support the programs as follows:

- \$13,000 Signage
- \$20,000 Streetscaping and Landscaping Improvements
- \$ 7,500 Marketing & Promotion

PREVIOUS REPORTS PERTINENT TO THIS MATTER

- EDO 2018-12 Main Street Revitalization Program April 9th, 2018
- EDO 2018-27 Downtown-Main Street Revitalization July 23rd, 2018
- EDO 2018 31 Downtown-Main Street Revitalization Sept 24th, 2018
- EDO 2018-37 Downtown – Main Street Revitalization Dec 3rd, 2018

BACKGROUND

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) announced in 2018 that up to \$26 million in funding was being provided to municipal governments to support municipal Main Street revitalization initiatives. The Wellington North allocation was \$49,058.78 and as per the agreement funding can only be used for expenses incurred after April 1st, 2018, and all funds must be spent by March 31st, 2020.

Revitalization activities that are eligible must support small businesses through activities undertaken to revitalize main streets. The work can be identified as priority through an existing **Community Improvement Plan** or **Municipal physical infrastructure priorities** identified through other municipal documents for the municipality's main street that involves the construction, renewal, renovation or redevelopment, or material enhancement in each of the following categories:

Examples of activities to support **Community Improvement Plans** include:

- Commercial building façade improvements;
- Preservation and adaptive reuse of heritage and industrial buildings;
- Provision of affordable housing;
- Space conversion for residential and commercial uses;
- Structural improvements to buildings (e.g. Building Code upgrades);
- Improvement of community energy efficiency; and
- Accessibility enhancements.

Examples of activities to support **Municipal physical infrastructure** include:

- Signage – wayfinding/directional, and gateway;
- Streetscaping and landscape improvements – lighting, banners, murals, street furniture, interpretive elements, public art, urban forestation, accessibility,
- Marketing plan implementation – business attraction and promotion activities, special events.

Municipalities can identify projects in one or both categories and municipalities can also fund 100% of the project costs using Main Street dollars. The agreement encourages collaboration and building of partnerships and to support this collaboration at the September 24th, 2018 council meeting council approved the staff recommendation to establish two Downtown Revitalization Committee's as Committees of Council. The first meetings of these committees occurred in 2018 and since that time staff have worked with both the Arthur and Mount Forest Downtown Revitalization Committee's in order to identify the best ways to utilize the Main Street Revitalization Funding.

In Mount Forest the committee has struggled to meet quorum and the lack of participation from the BIA and others would suggest that Downtown Revitalization might not be a priority. At the last committee meeting only 6 of the 15 members attended. Staff and council will continue to work with this group in an attempt to determine next steps. As per the terms of reference the next committee meeting is scheduled for the end of May and it is hoped that the participation levels will improve for this meeting. Both the Chamber of Commerce as well as the council representatives are reaching out to the committee members however if this committee does not wish to continue staff will come back to council with a recommendation to disband the Mount Forest Downtown Revitalization Committee of Council.

In Arthur on the other hand there has been tremendous engagement from all five partners, Building Owners, Business Owners, Chamber of Commerce, Community Members and Council. At the request of the committee an additional meeting was held on April 17th in order to discuss and finalize the Main Street Revitalization

recommendations to council. This was the fourth meeting for this committee and the next one is scheduled for May 29th at which time implementation plans will be finalized.

The minutes from the April 17th Arthur Downtown Revitalization Committee Meeting are also included in the April 29th council agenda package for your reference. A brief overview of the specific recommendations, as well as how they link back to the Main Street Revitalization Program from a Municipal Physical Infrastructure eligibility perspective, as well as to Roger Brooks "20 Ingredients of an Outstanding Downtown" is as follows:

Signage (Total funding requested is \$13,000)

1) ***Blade Signage*** (Ingredient 16 Blade Signs)

Signage is important and promoting perpendicular or blade signs in our downtown is a key priority. Businesses should promote, on signage, their key "lure" as well as their name. Blade signage should be consistent in height and width so as not to create sign clutter.

Estimated cost for blade signage can vary from \$500 to upwards to \$1,100 depending on the graphics, sophistication of the metal structure, etc. In order to support local businesses who are willing to follow the Downtown Revitalization Committee guidelines it is recommended that up to 75% of the cost of the sign be covered through grant funding as follows:

- 50% from the Township of Wellington North Community Improvement Program
- 25% from Main Street Revitalization Funding
- 25% from the Business Owner

2) ***Speech Bubbles*** (Ingredient 18 Curb Appeal)

First Impressions do matter, and the committee has agreed we need to focus on this and utilize funding to support it. One of the suggestions made was around the utilization of Window Graphics/Speech Bubbles & Bubble Art to cover the front windows of vacant buildings.

A few options have been considered and were shared with the Arthur committee. Both samples are reusable and see-through and cost approximately \$7.00 - \$9.00/sq. ft. While it is recognized that not all building owners will allow Window Graphics in their storefront windows the committee is recommending funding be available to cover any building owner, with a vacant building, who wishes to participate.

3) ***Street Banners*** (Ingredient 12 & 14 Community & Downtown Gateways)

Street Banners are a great way to make our community welcoming and can also create a sort of Gateway into our Downtowns. Both the Arthur Chamber as well as the Arthur Downtown Revitalization Committee wish to install street banners in our downtown.

These two projects have agreed to come together and with funding from the Main Street Revitalization program we expect to deliver the following:

- For the Arthur Chamber of Commerce, they have received 15 metal street banners that have been produced for them free of charge by a local business. In

order to install these banners around the “outskirts” of Arthur funding will be used to purchase banner brackets.

- For the Arthur Downtown Revitalization Committee, we wish to design and install 25 two-sided cloth street banners in the Downtown section of Arthur.

Streetscaping and Landscaping improvements (Total funding requested is \$20,000)

4) ***Poppy Art Program*** (Ingredient 12 Community Gateways)

The Poppy Art Project is a way to establish a gathering place/location that would make people stop, take pictures and explore our beautiful community. The committee is considering three locations around Arthur for this Poppy Art.

It has been suggested that the diameter of the poppies be 16-20" to provide proper scale around the sign. Heights would be varied in the 4' to 7' range. Proposal is to create each flower from 2 layers of 14ga (or similar) sheet metal cut to basic petal dimensions. Each petal would then be forged to add texture and shape. A separate center piece would be forged to represent the seeds. The stems would be a suitably sized round steel bar or tube curved and shaped to give them a life-like appearance. Because there are two colors involved and because of the layered petals the components would need to be sandblasted and powder coated individually, and then assembled.

5) ***Programmed Plaza*** (Ingredient 11 Programmed Plaza)

The committee is very committed to establishing a downtown gathering place for the community to enjoy and connect. Common ingredients of a Gathering Place include:

- Benches, night lighting and walking areas
- Trees and raised planters
- Public art
- Stages or an Amphitheater for music and events

Gathering places can be large or small however this obviously impacts what all they can be used for however one use could be for a permanent home for an outdoor open market or Farmers Market. While no specific funding is currently being recommended by the Committee it is important for council to be aware that this is a key longer-term priority for the Committee.

6) ***Repaving Project*** (Ingredient 18 Curb Appeal)

Similar to the Programmed Plaza no funding is currently being asked for in this category however once again the Committee felt it was important that they make council aware that should the repaving of our Downtown take place the committee wishes to be involved with the project prior to any RFP's being issued

This type of opportunity does not present itself very often and the committee would like to be able to explore a number of potential main street improvements. Discussions to date have included:

- Utilization of Parking spaces to establish Sidewalk café dining locations
- Decorative crosswalks as a way of establishing a Downtown “gateway”

- Additional buffers between sidewalks and traffic
- Decorative night lighting
- Wider sidewalks and a narrower street

Should provincial and municipal funding be approved for this repaving the committee would ask to be included in the discussions before a tender is issued.

7) ***Benches, Planters*** (Ingredient 18 Curb Appeal)

Beautification and enhancing curb appeal is a key priority area. The committee feels strongly that the installation of more benches and planters would result in a major visual improvement to our Downtown.

Marketing Plan Implementation

(Total funding requested is \$7,500)

8) ***Business Hours Promotion*** (Ingredient 5 Consistent Hours)

70% of all consumer spending (both locals and visitors) takes place after 6:00 pm and people spend the night where there are things to do after 6:00 pm. Effort needs to be focused on supporting our businesses in an attempt to open longer and the committee has agreed that we would like to work toward Consistent Hours.

First step might be to attempt to have the majority of businesses stay open to 8:00pm on Thursday evenings. This may or may not be doable however the Chamber has agreed to lead a Business Hours Promotion initiative and to launch a marketing and promotion campaign to encourage the community to shop local and to support our local businesses.

9) ***Your Town Rising*** (Ingredient 2 Action Plan)

Through a partnership with the County of Wellington, Centre Wellington, Minto, Mapleton and Wellington North we have an opportunity to have “Your Town Rising” visit our community on Wednesday May 29th.

The package includes:

- Downtown walkabout and facilitated post-panel discussion with five community members
- Group Presentation on what they have seen and suggestions on “How to get Started Doing”

This visit has been scheduled for the same night as the next Arthur Downtown Revitalization Committee and will require some of the committee’s involvement in the walkabout from 3:00pm – 5:30pm and then the Group presentation from 6:00pm – 9:30pm. This is a great opportunity for the committee to engage an external set of eyes and to help us create a longer-term Action Plan for our Downtown.

10) ***The Hand Made Market*** (Ingredient 19 Constant Activity)

There is a strong desire by the committee to work hard and support events that will result in more constant activity taking place in our downtowns. From a Roger Brooks perspective, communities should focus more attention on having a large number of small events taking place, versus a small number of large events.

In this regard the Downtown Revitalization committee would like to support The Hand Made Market initiative by the Arthur Cash and Carry on Saturday June 8th. The side street between George and Edward will be closed off from 6:00am – 8:00pm. Tents will be setup and the market will run from 9:00am – 5:00pm. Local service clubs and community groups will be involved and will provide food and we plan to bring in some entertainment for the day as well.

By supporting this event it is hoped that the business community will get involved and setup sidewalk displays, etc. and through our marketing and promotion we hope to get the entire community out to support it.

FINANCIAL CONSIDERATIONS

Funding request from the Arthur Downtown Revitalization Committee is \$40,500.00 as follows. (For a more detailed breakout please refer to the Committee minutes section of the council agenda)

- \$13,000 Signage
- \$20,000 Streetscaping and Landscaping Improvements
- \$ 7,500 Marketing & Promotion

Total funding available is \$59,058.78 as follows:

- \$49,058.78 from the Main Street Revitalization Fund
- \$10,000.00 from the Economic Development Office Downtown Revitalization Program

Should recommendations be received from the Mount Forest Downtown Revitalization Committee a report will then come to council for review and decision. It was also agreed that if any of the Mount Forest Downtown businesses wanted to participate in any of the Arthur recommendations, such as Blade Signage, Speech Bubbles, etc. that would be accommodated.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes No N/A

Which pillars does this report support?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Community Growth Plan
<input type="checkbox"/> Human Resource Plan
<input checked="" type="checkbox"/> Brand and Identity
<input checked="" type="checkbox"/> Strategic Partnerships | <input checked="" type="checkbox"/> Community Service Review
<input type="checkbox"/> Corporate Communication Plan
<input type="checkbox"/> Positive Healthy Work Environment |
|---|---|

PREPARED BY:

RECOMMENDED BY:

Dale Small

Mike Givens

**DALE SMALL
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

4/23/19 Township of Wellington North
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Cheque Number 72929 to 73130			
<u>Cheque Number</u>	<u>Cheque Da</u>	<u>Vendor Name</u>	
		<u>Cheque Amount</u>	
72929	4/04/19	Abell Pest Control Inc	\$64.04
72930	4/04/19	Agrisan SC Pharma	\$4,707.04
72931	4/04/19	Arthur Home Hardware Building	\$1,446.78
72932	4/04/19	Barclay Wholesale	\$68.36
72933	4/04/19	Bell Canada Box 1550	\$16.98
72934	4/04/19	Bluewater Fire & Security	\$928.30
72935	4/04/19	Blunt, Andrea	\$167.24
72936	4/04/19	B M Ross and Associates	\$14,427.49
72937	4/04/19	Brandt Security	\$67.80
72938	4/04/19	Brent D. Rawn Electric	\$203.40
72939	4/04/19	Broadline Equipment Rental Ltd	\$459.11
72940	4/04/19	Canada's Finest Coffee	\$70.00
72941	4/04/19	CARQUEST Arthur Inc.	\$157.77
72942	4/04/19	Cedar Signs	\$6,831.01
72943	4/04/19	Chalmers Fuels Inc	\$627.32
72944	4/04/19	CMT Engineering Inc.	\$8,256.91
72945	4/04/19		\$96.60
72946	4/04/19	Corporate Express	\$148.75
72947	4/04/19	County of Wellington	\$32,333.20
72948	4/04/19	Canadian Union of Public Emplo	\$2,298.23
72949	4/04/19		\$75.00
72950	4/04/19	Duncan, Linton LLP, Lawyers	\$7,018.00
72951	4/04/19	Energy Controls & Mechanical S	\$641.84
72952	4/04/19	TIM EPOCH	\$600.00
72953	4/04/19	Fire Marshal's Public Fire Saf	\$563.28
72954	4/04/19	Frey Communications	\$123.16
72955	4/04/19	Fundex Investments Inc. In Tru	\$1,131.66
72956	4/04/19		\$219.50
72957	4/04/19	Go Evo	\$1,342.44
72958	4/04/19	Grand Flags	\$839.93
72959	4/04/19	Grand River Conservation Auth	\$530.87
72960	4/04/19		\$123.85
72961	4/04/19	H Bye Construction Limited	\$2,460.58
72962	4/04/19		\$67.80
72963	4/04/19	Ideal Supply Inc.	\$408.82
72964	4/04/19	Innovative Access Technologies	\$724.85
72965	4/04/19	Innovative Surface Solutions C	\$3,039.87
72966	4/04/19	International Trade Specialist	\$148.80
72967	4/04/19	Jim's Auto Service	\$624.87
72968	4/04/19	J J McLellan & Son	\$254.25

Cheque Number	Cheque Da	Vendor Name	Cheque Amount
72969	4/04/19	Joe Johnson Equipment Inc.	\$198.50
72970	4/04/19		\$712.50
72971	4/04/19	Karl Aitken Carpentry	\$1,000.00
72972	4/04/19	K Smart Associates Limited	\$16,047.09
72973	4/04/19	Kwik Snaks Ltd	\$1,124.92
72974	4/04/19	Maple Lane Farm Service Inc.	\$195.74
72975	4/04/19		\$1,167.90
72976	4/04/19	Meat the Butcher	\$190.00
72977	4/04/19	Mount Forest Foodland	\$93.41
72978	4/04/19	MOUNT FOREST UNITED CHURCH	\$54.00
72979	4/04/19	Mt Forest Business Improvement	\$2,377.53
72980	4/04/19	Minister of Finance - Licences	\$8,192.00
72981	4/04/19	Murray Group Limited	\$8,940.81
72982	4/04/19	NORTH SHORE DISTRIBUTING	\$361.58
72983	4/04/19	NORTRAX (previously ONTRAC	\$199.63
72984	4/04/19	Officer's Auto Care Inc.	\$45.14
72985	4/04/19	Ont Mun Employee Retirement	\$55,064.46
72986	4/04/19	PepsiCo Beverages Canada	\$493.95
72987	4/04/19	Premier Equipment Ltd.	\$213.40
72988	4/04/19	Reeves Construction Ltd	\$2,779.80
72989	4/04/19	Robinson Jim	\$2,712.00
72990	4/04/19		\$100.00
72991	4/04/19	Royal Bank Visa	\$1,870.68
72992	4/04/19	Rural Routes Pest Control Inc.	\$79.10
72993	4/04/19	Sanigear	\$243.18
72994	4/04/19	SGS Canada Inc.	\$1,264.47
72995	4/04/19	Shred All Ltd.	\$109.61
72996	4/04/19	Stephen Hale	\$1,243.00
72997	4/04/19	Suncor Energy Inc.	\$1,005.45
72998	4/04/19	TD Wealth	\$1,131.66
72999	4/04/19		\$191.64
73000	4/04/19	Trevor Roberts Auto Repair	\$267.21
73001	4/04/19	Triton Engineering Services	\$11,342.20
73002	4/04/19	Union Gas	\$6,798.05
73003	4/04/19	Upper Grand Dist School Board	\$3,134.00
73004	4/04/19	Wellington Advertiser	\$340.13
73005	4/04/19	Wellington Catholic Dist Sch B	\$634.00
73006	4/04/19	Wightman Telecom Ltd.	\$205.28
73007	4/04/19	Workplace Safety & Ins Board	\$12,668.98
73008	4/04/19	Young's Home Hardware Bldg Cen	\$101.34
73009	4/14/19	2574574 Ontario Inc	\$5,595.00
73010	4/14/19	Aces Heavy Towing	\$4,782.73
73011	4/14/19	APC Mount Forest	\$90.40
73012	4/14/19	Arthur Agricultural Society	\$500.00
73013	4/14/19	Arthur Chrysler Dodge Jeep Lim	\$96.33
73014	4/14/19	Arthur Home Hardware Building	\$246.58

Cheque Number	Cheque Da	Vendor Name	Cheque Amount
73015	4/14/19	Barclay Wholesale	\$279.24
73016	4/14/19	Bluewater Fire & Security	\$1,253.62
73017	4/14/19	Broadline Equipment Rental Ltd	\$80.68
73018	4/14/19		\$105.00
73019	4/14/19	Canada's Finest Coffee	\$102.00
73020	4/14/19	Canadian Safety Equipment	\$1,224.02
73021	4/14/19	CARQUEST Arthur Inc.	\$440.30
73022	4/14/19	Cedar Creek Tools	\$698.34
73023	4/14/19	Chalmers Fuels Inc	\$2,308.68
73024	4/14/19	Clark Bros Contracting	\$1,977.50
73025	4/14/19	Code 4 Fire & Rescue Inc	\$1,597.82
73026	4/14/19	Coffey Plumbing, Div. of KTS P	\$1,578.63
73027	4/14/19	Compair Canada	\$930.61
73028	4/14/19	Country Creations of Mt Forest	\$186.45
73029	4/14/19	County of Wellington	\$67.80
73030	4/14/19		\$216.11
73031	4/14/19	DeBoer's Equipment	\$643.22
73032	4/14/19	Decker's Tire Service	\$129.95
73033	4/14/19	Delta Elevator Co. Ltd.	\$868.23
73034	4/14/19		\$765.00
73035	4/14/19	Duncan, Linton LLP, Lawyers	\$6,064.66
73036	4/14/19	FOXTON FUELS LIMITED	\$1,432.88
73037	4/14/19	Frey Communications	\$112.99
73038	4/14/19	Go Glass & Accessories	\$271.20
73039	4/14/19		\$150.00
73040	4/14/19	Harold Jones Enterprises	\$35.60
73041	4/14/19	Hartman Electronics & Comm	\$180.80
73042	4/14/19	Hydro One Networks Inc.	\$928.98
73043	4/14/19	Ideal Supply Inc.	\$1,057.56
73044	4/14/19	Jim's Auto Service	\$180.80
73045	4/14/19	J J McLellan & Son	\$491.54
73046	4/14/19	Kwik Snaks Ltd	\$104.92
73047	4/14/19	Lystek International Inc.	\$5,210.90
73048	4/14/19	M & L Supply	\$30,275.88
73049	4/14/19	Maple Lane Farm Service Inc.	\$27.02
73050	4/14/19	Mike's Custom Weld & Fab.	\$624.61
73051	4/14/19	Moorefield Excavating Limited	\$143,519.19
73052	4/14/19	MRC Systems Inc	\$1,855.46
73053	4/14/19	North Wellington Co-op Service	\$889.38
73054	4/14/19	P & K Ice Services	\$1,073.50
73055	4/14/19	PepsiCo Beverages Canada	\$121.26
73056	4/14/19	PETRO-CANADA	\$4,096.45
73057	4/14/19	Premier Equipment Ltd.	\$688.84
73058	4/14/19	Print One	\$55.37
73059	4/14/19	Pryde Truck Service Ltd.	\$5,085.06
73060	4/14/19	Purolator Inc.	\$32.62

Cheque Number	Cheque Da	Vendor Name	Cheque Amount
73061	4/14/19	R&R Pet Paradise	\$4,330.40
73062	4/14/19	Reeves Construction Ltd	\$19,803.25
73063	4/14/19	Riverside Equipment	\$39.55
73064	4/14/19	ROBERTS FARM EQUIPMENT	\$58.81
73065	4/14/19	Saugeen Community Radio Inc.	\$1,035.08
73066	4/14/19	SGS Canada Inc.	\$772.92
73067	4/14/19	Suncor Energy Inc.	\$13,339.80
73068	4/14/19	Superior Propane	\$359.99
73069	4/14/19	Teviotdale Truck Service & Rep	\$3,621.93
73070	4/14/19	Trevor Roberts Auto Repair	\$239.49
73071	4/14/19	Twp of Wellington North	\$3,266.27
73072	4/14/19	Viking Cives Ltd	\$374.97
73073	4/14/19	Waste Management	\$10.17
73074	4/14/19	Wellington Advertiser	\$881.40
73075	4/14/19	Wellington Comfort Systems Ltd	\$991.03
73076	4/14/19	Wellington County Clerk's & Tr	\$25.00
73077	4/14/19	Wellington North Power	\$12,271.34
73078	4/14/19	Wingham Advance Times	\$303.97
73079	4/14/19	Work Equipment Ltd.	\$265.55
73080	4/14/19	Young's Home Hardware Bldg Cen	\$97.96
73081	4/17/19	ADS Fire Service Pro Inc.	\$8,719.08
73082	4/17/19	Arthur & Area Horticultural Yo	\$200.00
73083	4/17/19	Arthur Dist Chamber Commerce	\$2,500.00
73084	4/17/19	Arthur Agricultural Society	\$740.00
73085	4/17/19	Arthur Horticultural Society	\$600.00
73086	4/17/19	Arthur Opti-Mrs	\$500.00
73087	4/17/19	Arthur Optimist Club	\$2,500.00
73088	4/17/19	ARTHURS FUEL	\$561.19
73089	4/17/19	Artic Clear 1993 Inc.	\$37.80
73090	4/17/19	Bell Canada Box 1550	\$16.13
73091	4/17/19	Corporate Express	\$118.45
73092	4/17/19	Darroch Plumbing Ltd.	\$90.40
73093	4/17/19	Duncan, Linton LLP, Lawyers	\$10,024.62
73094	4/17/19	Excel Business Systems	\$1,055.89
73095	4/17/19	Frey Communications	\$19.20
73096	4/17/19	Get In Touch For Hutch	\$1,592.14
73097	4/17/19		\$600.00
73098	4/17/19	Hort Manufacturing (1986) Ltd.	\$10.10
73099	4/17/19	Joe Johnson Equipment Inc.	\$138.45
73100	4/17/19	Loughran Electric	\$824.45
73101	4/17/19	Metercor Inc.	\$800.04
73102	4/17/19	MOUNT FOREST UNITED CHURCH	\$500.00
73103	4/17/19	Mt Forest Agricultural Society	\$500.00
73104	4/17/19	Mt Forest Arts Council	\$350.00
73105	4/17/19	Mt Forest Chamber of Commerce	\$6,000.00
73106	4/17/19	Mt Forest Horticultural Societ	\$600.00

Cheque Number	Cheque Da Vendor Name	Cheque Amount
73107	4/17/19 Mt Forest Lions Club	\$500.00
73108	4/17/19 Mt Forest Optimist Club	\$400.00
73109	4/17/19 Minister of Finance Tile Drain	\$4,293.43
73110	4/17/19 North Wellington Co-op Service	\$1,114.03
73111	4/17/19 North Wellington Health Care	\$7,500.00
73112	4/17/19	\$12.00
73113	4/17/19 Ont Clean Water Agency	\$10,016.33
73114	4/17/19 PACKET WORKS	\$169.50
73115	4/17/19	\$25.50
73116	4/17/19 R&R Pet Paradise	\$123.43
73117	4/17/19 Reeves Construction Ltd	\$2,703.53
73118	4/17/19 ROBERTS FARM EQUIPMENT	\$568.83
73119	4/17/19	\$275.00
73120	4/17/19 Sign Matters	\$599.71
73121	4/17/19 Saugeen Valley Conservation	\$736.00
73122	4/17/19 Telizon Inc.	\$742.14
73123	4/17/19 TSC Stores	\$24.40
73124	4/17/19 Viking Cives Ltd	\$12,098.94
73125	4/17/19 Weber's Farm Supply	\$153.68
73126	4/17/19 Wellington County Farm & Home S	\$500.00
73127	4/17/19	\$275.00
73128	4/17/19 Wightman Telecom Ltd.	\$90.28
73129	4/17/19 Young's Home Hardware Bldg Cen	\$13.49
	TOTAL:	\$615,163.79



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519.848.3620

TO: MAYOR AND MEMBERS OF COUNCIL
Meeting of April 29, 2019

FROM: Adam McNabb – Director of Finance

**SUBJECT: REPORT TR2019-008 – Award of Contract 5977-19, Isabella St.
Reconstruction, Arthur**

RECOMMENDATION

THAT Report TR2019-08 being a report on the reconstruction of Isabella St. in Arthur, be received;

FURTHER THAT the Council of the Township of Wellington North award Contract 5977-19 for the reconstruction of Isabella St. Arthur, to Moorefield Excavating Ltd., at a cost of \$2,298,637.19 plus applicable taxes;

PREVIOUS REPORTS PERTINENT TO THIS MATTER

NA

BACKGROUND

Detailed design work for the reconstruction of the Isabella St. project in Arthur was completed by Triton Engineering Services Limited. The request for tender was advertised in the Wellington Advertiser on March 29th and April 5th, 2019 and the Township website. The tender closed April 11th, 2019.

The Township received two submissions prior to tender close. Triton Engineering provided the letter attached as Schedule A in support of awarding this project to Moorefield Excavating Ltd.

The contract involves removal of existing asphalt, earth excavation, granular base, hot mix asphalt, storm sewer, sanitary sewer, watermain, concrete sidewalks, concrete curb and gutter.

An open house meeting to discuss the implications for residents while construction occurs will be held following Council's award of this contract.

FINANCIAL CONSIDERATIONS

Two Bids were received for Contract 5977-19.

Contractor	Bid Amount (excludes HST)
Moorefield Excavating Ltd.	\$2,298,637.19
Esposito Bros Construction Ltd.	\$3,383,279.64

The Council approved 2019 Capital Budget amount of \$2,804,200 for the Isabella St. project.

Total project costs (inclusive of engineering and net HST) are estimated to be in the vicinity of \$2,481,577.20, which is below budget by ~\$322,623.

It should be noted that the low bid price includes a tender contingency allowance.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

X Yes No N/A

Which pillars does this report support?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Community Growth Plan
<input type="checkbox"/> Human Resource Plan
<input type="checkbox"/> Brand and Identity
<input type="checkbox"/> Strategic Partnerships | <input type="checkbox"/> Community Service Review
<input type="checkbox"/> Corporate Communication Plan
<input type="checkbox"/> Positive Healthy Work Environment |
|---|--|

Infrastructure rehabilitation is an important component to community growth.

PREPARED BY:

RECOMMENDED BY:

Adam McNabb
Director of Finance

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
e-mail: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST • HARRISTON

April 11, 2019

Township of Wellington North
7490 Sideroad 7 West
KENILWORTH, Ontario
N0G 2E0

ATTENTION: Michael Givens
Chief Administrative Officer

RE: TOWNSHIP OF WELLINGTON NORTH
RECONSTRUCTION OF ISABELLA STREET EAST
AND ISABELLA STREET WEST, ARTHUR
CONTRACT NO. 5977-19
OUR FILE: M5977A

Dear Sir:

Tenders for this project were received and opened at Triton Engineering Services Limited office in Fergus after 2:00 p.m. on Thursday, April 11, 2019.

The Tenders received were as follows:

<u>CONTRACTOR</u>		<u>TENDER PRICE</u>
MOOREFIELD EXCAVATING LTD.	HARRISTON	\$ 2,298,637.19
ESPOSITO BROS CONSTRUCTION LTD	BOLTON	\$ 3,297,368.44 (3,383,279.64)

The Tenders received have been checked for errors and omissions. Mathematical errors were found in the tender submitted by Esposito Bros. Contracting Ltd. The corrected price is shown in brackets.

Therefore, we recommend that the contract be awarded to Moorefield Excavating Ltd. in the amount of \$2,298,637.19 which includes an allowance for Contingencies.



Attached for your information is a cost breakdown for the project based on the Tender prices submitted by Moorefield Excavating Ltd.

We trust that this information is satisfactory for your present requirements and should you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Paul F. Ziegler, C.E.T

Encl.

cc: Adam McNabb, Director of Finance/Treasurer, Township of Wellington North
Barry Trood, Water & Sewer Superintendent, Township of Wellington North
Corey Schmidt, Water & Sewer Foreman, Township of Wellington North

April 11, 2019

TOWNSHIP OF WELLINGTON NORTHRECONSTRUCTION OF ISABELLA STREET EAST AND ISABELLA STREET WEST, ARTHURCONTRACT NO. 5977-19COST BREAKDOWN SUMMARYBASED ON TENDER PRICES SUBMITTED BY MOOREFIELD EXCAVATING LTD.

	TENDER PRICE
<u>SECTION 1</u> – ISABELLA STREET EAST	- \$ 1,540,139.54
<u>SECTION 2</u> – GEORGINA STREET	- \$ 43,153.35
<u>SECTION 3</u> – ISABELLA STREET WEST	- \$ 556,244.30
<u>SECTION 4</u> – MISCELLANEOUS	- \$ 39,100.00
<u>CONTINGENCY ALLOWANCE</u>	- \$ 120,000.00
TOTAL CONTRACT PRICE (Excluding H.S.T.)	- \$ 2,298,637.19
ENGINEERING (SITE INSPECTION & CONTRACT ADMINISTRATION FOR CONSTRUCTION) INCLUDING GEOTECHNICAL & MATERIAL TESTING (ESTIMATED)	- \$ 140,000.00
TOTAL ESTIMATED COST (Excluding H.S.T.)	- \$ 2,438,637.19



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF APRIL 29, 2019**

**FROM: BARRY TROOD, WATER AND SEWER SUPERINTENDENT
DARREN JONES, CBO**

**SUBJECT: REPORT PW 2019-002 BEING A REPORT ON 2019 RESERVE
WASTEWATER CAPACITY CALCULATIONS FOR WELLINGTON
NORTH**

RECOMMENDATION

THAT Report PW 2019-002 being a report on 2019 reserve wastewater capacity calculations for Wellington North be received;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to submit copies of the reports prepared by Triton Engineering Services Limited to the Ministry of the Environment, Conservation & Parks;

AND FURTHER THAT Council direct staff to develop a Sewage Allocation Policy, establishing clear priorities and procedures for future allocation of sewage units for Council to consider and endorse;

AND FURTHER THAT Council commit to allocating twenty five (25) sewage allocation units to infill lots in Mount Forest;

AND FURTHER THAT Council commit to allocating fifteen (15) sewage allocation units to Sharon Farms and Enterprises for 15 townhouse units at 730 Princess Street, Mount Forest.

AND FURTHER THAT the sewer allocation units to Sharon Farms and Enterprises for fifteen (15) townhouse units at 730 Princess Street, Mount Forest have an expiry of thirty-six (36) months from the date of passage of this resolution, after which period the allocation of fifteen (15) sewer allocation units for this development will be withdrawn.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

Annual Activity, PW 2016-011, PW 2017-10, PW 2018-006

BACKGROUND

The Township of Wellington North, in compliance with the Ministry of Environment, Conservation & Parks (MECP) guidelines, submits annual wastewater reserve capacity calculations for its treatment plants in Arthur and Mount Forest.

For 2019, Triton Engineering Services Limited has completed these reserve capacity calculations for both facilities and submitted a report on each to the Township – see Schedule A – Arthur, Schedule B – Mount Forest.

As part of this process, the MECP requires a resolution be passed by Council to “review and adopt” the reserve capacity calculations as completed by Triton.

As shown within the Arthur report, Uncommitted Reserve Capacity in Equivalent Residential Units is shown to be (+1) which indicates the treatment plant is currently processing waste water on a 3 year Annual Daily Flow Average just below its design capacity of 1465 m³.

Council will note that TABLE 2 for Arthur reflects 35 committed units for Golden Valley Farms. This is consistent with the allocation that the Township committed to as part of the 2002 Sanitary Sewer Use Agreement with Golden Valley Farms.

As shown within the Mount Forest report, Uncommitted Reserve Capacity in Equivalent Residential Units is (+584) which indicates the plant is operating below its design capacity of 2818 m³.

The below table summarizes some of the trends at the AV WWTP dating back to 2015.

Arthur WWTP Flows Table

First 3 Months (Jan - March)		
Year	Total Raw Flow	Average Daily Flow
2015	135,170	1,519
2016	172,301	1,936
2017	167,222	1,879
2018	149,625	1,681
2019	129,061	1,434

First 5 Months (Jan-May)		
Year	Total Raw Flow	Average Daily Flow
2015	236,110	1,564
2016	268,610	1,779
2017	278,801	1,846
2018	264,623	1,764
2019	N/A	N/A

Last 7 months (June- Dec)		
Year	Total Raw Flow	Average Daily Flow
2015	267,788	1,246
2016	226,441	1,053
2017	274,630	1,277
2018	230,408	1,081
2019	N/A	N/A

Full 12 Months (Jan-Dec)		
Year	Total Raw Flow	Average Daily Flow
2015	503,898	1,381
2016	495,051	1,356
2017	553,431	1,516
2018	495,032	1,356
2019	N/A	N/A

Mt Forest WWTP

Raw Flows (m3)	2019	2018	2017	2016	2015
January	62,930	72,264	101,873	63,096	48,963
February	58,717	69,335	80,512	112,321	37,214
March	84,362	59,573	79,011	84,073	78,023
April		105,366	82,612	92,402	79,461
May		67,496	89,099	53,728	50,648
June		45,497	72,418	43,001	55,737
July		41,328	74,665	39,940	47,288
August		55,119	52,226	43,687	43,342
September		43,443	47,978	46,205	41,821
October		45,263	58,715	40,309	41,712
November		64,675	69,005	40,011	55,008
December		74,802	55,718	52,699	58,499
Total	206,009	744,161	863,832	711,472	637,716
ave. per day m3	2,288	2,038	2,367	1,944	1,747
3-year rolling ave.		2,116	2,021	1,921	2,018

FINANCIAL CONSIDERATIONS

Triton Engineering Service Limited prepared these documents on a time and expense basis and the final expense for these reports is not known at time of writing. Costs associated with this activity will be borne through the approved 2019 Operating Budget.

No financial impact will be realized for the Ministry of Environment submission.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

Wastewater capacity is a prerequisite to community development. Sewage allocation units play a hugely important role in servicing development. The Township, through a sewage allocation policy, can utilize sewage units to ensure controlled, consistent growth in the community that meets identified housing needs i.e. attainable and rental housing.

PREPARED BY:	RECOMMENDED BY:
<i>Barry Trood</i> <i>Darren Jones</i>	<i>Michael Givens, CAO</i>

<p>DARREN JONES CHIEF BUILDING OFFICIAL</p> <p>BARRY TROOD WATER AND SEWER SUPERINTENDENT</p>

Attachments:

(Triton) 2019 Reserve Capacity Calculations Mt. Forest

(Triton) 2019 Reserve Capacity Calculations Arthur

Request for Allocation – Sharon Farms and Enterprises



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
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Tel: (519) 843-3920
Fax: (519) 843-1943
Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

April 2, 2019

Township of Wellington North
Box 125, 7490 Sideroad 7 West
KENILWORTH, Ontario N0G 2E0

Attention: Darren Jones
Chief Building Official

RE: TOWNSHIP OF WELLINGTON NORTH
2019 RESERVE CAPACITY CALCULATIONS
ARTHUR WASTEWATER TREATMENT PLANT
OUR FILE: A5510 (19) R05

Dear Sir:

We have undertaken a review of the reserve capacity for the Arthur Wastewater Treatment Plant (WWTP) for 2018 in accordance with the requirements outlined in the Ministry of Environment, Conservation and Parks (MOECP) Guidelines. The current Average Day Flow (ADF) is based on recorded flows at the plant for a three (3) year period (2016, 2017 and 2018) as provided by the Ontario Clean Water Agency (OCWA). We have also updated the population and number of households based on the 2016 Statistics Canada Census data for the Village of Arthur.

The reserve capacity calculations indicate a slight decrease in the three (3) year ADF from 1,418 m³/day to 1,408 m³/day. For this reporting period, the Arthur WWTP is compliant with its Certificate of Approval, with respect to flow, for the three (3) year average statistic although the ADF for 2017 was 1,516 m³/day which exceeds the rated ADF of 1,465 m³/day by 51 m³/day. Calculations provided in Table 1 (attached) indicate the uncommitted reserve capacity has decreased from 8 to 1 equivalent residential units.

Registered/Unbuilt development figures have been adjusted to include Building Permits issued in 2018 as provided by the Chief Building Official. One (1) unit was connected to the collection system in 2018. Based on Golden Valley Farm's most recent monitoring report dated December 2018, the number of committed units for this industry in 35 equivalent residential units.

Following Council's review and adoption of the attached report, we would recommend that a copy of the report be forwarded to the MOECP Guelph District Office to the attention of Lisa Williamson.

We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



O. Di Carlo, P.Eng.

OD/sjp

Encl.

cc: Mike Givens, Township of Wellington North

Barry Trood, Township of Wellington North



TABLE 1 ARTHUR - WWTP 2019 RESERVE CAPACITY		
DESCRIPTION		2019
1	Design capacity of WWTP (m ³ /day)	1,465
2	Average day flow * (m ³ /day)	1,408
3	Reserve capacity (m ³ /day)	57
	(1) - (2)	
4	Population served **	2,410
5	Serviced households ***	970
6	Average daily per capita flow (m ³ /day)	0.584
	(2) ÷ (4)	
7	Additional population that can be served	98
	(3) ÷ (6)	
8	Persons per equivalent residential unit	2.485
	(4) ÷ (5)	
9	Additional equivalent residential units that can be served	39
	(7) ÷ (8)	
10	Committed Development (Table 2)	38
11	Uncommitted Reserve Capacity in Equivalent Residential Units	1
	(9) ÷ (10)	
*	Average of 2016 (1,353 m ³ /day), 2017 (1,517 m ³ /day) and 2018 (1,356 m ³ /day)	
**	Estimated Population using 2016 Census (2,333) + ((units built in 2016 and 2017) x 2.48)	
***	Estimated residential sewage connections using 2016 households (939) + (16 units in 2016 + 15 units in 2017) + 1 connection for Arthur Chrysler	



TABLE 2 ARTHUR SUMMARY OF COMMITTED DEVELOPMENT - 2019		
REGISTERED/UNBUILT	REMAINING UNITS	TOTAL
D.Martin Development (Conestoga St.)	1	
David Johnston (7995 Wellington Road 109)	1	
SUB-TOTAL	2	2
MULTI-UNIT DEVELOPMENT		
	UNITS	
	0	
SUB-TOTAL	0	0
INDUSTRIAL		
Golden Valley Farms	35	
SUB-TOTAL	35	35
INFILL LOTS		
	0	0
SUB-TOTAL	0	0
TOTAL COMMITTED UNITS	37	37
* Calculations of remaining units based on the allotted capacity of 181 m ³ and flow data provided for 2018		





**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

April 3, 2019

Township of Wellington North
Box 125, 7490 Sideroad 7 West
KENILWORTH, Ontario
N0G 2E0

Attention: Darren Jones
Chief Building Official

RE: TOWNSHIP OF WELLINGTON NORTH
2019 RESERVE CAPACITY CALCULATIONS
MT. FOREST WASTEWATER TREATMENT PLANT
(WWTP)
OUR FILE: A5510(19) R03

Dear Sir:

We have undertaken a review of the reserve capacity for the Mount Forest Wastewater Treatment Plant (WWTP) for 2018 in accordance with the requirements outlined in the Ministry of Environment, Conservation and Parks (MOECP) Guidelines. The current Average Day Flow (ADF) is based on recorded flows at the plant for a three (3) year period (2016, 2017 and 2018) as provided by the Ontario Clean Water Agency (OCWA). We have also updated the population and number of households based on the 2016 Statistics Canada Census data for the community of Mount Forest.

The reserve capacity calculations indicate an increase in the three (3) year ADF from 2,015 m³/day to 2,117 m³/day. Calculations provided in Table 1 (attached) indicate the uncommitted reserve capacity has decreased from 784 to 584 equivalent residential units.

Registered/Unbuilt development figures provided in Table 2 (attached) have been adjusted to include Building Permits issued in 2018 as provided by the Chief Building Official. Twenty-two (22) additional units were connected to the collection system in 2018.

Following Council's review and adoption of the attached report, we would recommend that a copy of the report be forwarded to the MOECP Guelph District Office to the attention of Lisa Williamson. We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



O. Di Carlo, P.Eng.

OD/sjp

Encl.

cc: Mike Givens, CAO, Township of Wellington North
Barry Trood, Township of Wellington North



**TABLE 1
MOUNT FOREST - WWTP
2019 RESERVE CAPACITY**

DESCRIPTION		2019
1	Design capacity of WWTP (m ³ /day)	2,818
2	Average day flow * (m ³ /day)	2,117
3	Reserve capacity (m ³ /day)	701
	(1) - (2)	
4	Population served **	4,832
5	Serviced households ***	2,243
6	Average daily per capita flow (m ³ /day)	0.438
	(2) ÷ (4)	
7	Additional population that can be served	1600
	(3) ÷ (6)	
8	Persons per equivalent residential unit	2.15
	(4) ÷ (5)	
9	Additional equivalent residential units that can be served	744
	(7) ÷ (8)	
10	Committed Development (Table 2)	160
11	Uncommitted Reserve Capacity in Equivalent Residential Units	584
	(9) ÷ (10)	
*	Average of 2016 (1,944 m ³ /day), 2017 (2,367 m ³ /day) and 2018 (2,039 m ³ /day)	
**	Estimated Population using 2016 Census (4,643) + ((units built in 2016, 2017 and 2018) x 2.15)	
***	Estimated residential sewage connections using 2016 households (2,155) + (13 units in 2016 + 53 units in 2017 + 22 units in 2018)	



**TABLE 2
MOUNT FOREST
SUMMARY OF COMMITTED DEVELOPMENT - 2019**

REGISTERED/UNBUILT	REMAINING UNITS	UNITS USED IN 2018	TOTAL
Bye - Church St. (Plan 419)	1		
Reeves - Albert Street Estates	0	2	
Lucas Subdivision (King and Albert Streets)	28	6	
Martin Street (Betty Dee)	3		
Cork Street (South Saugeen Shores Development Inc.)	10	2	
466 Queen West (2551405 Ontario Ltd.)	0	6	
SUB-TOTAL	42	16	58
DRAFT PLAN APPROVED OR COMMITTED BY RESOLUTION	UNITS		
Wellington Street East (Peter and Mary Reeves)	4	0	
London Road Subdivision (Bye)	30	0	
488 Durham Street East (2574574 Ontario Inc.)	10	0	
Marlanna Homes Subdivision (400 King Street East)	24	0	
310 Sligo Road West (Sharpe)	20	0	
Mount Forest Developments Inc. (Church/Druham)	30	0	
SUB-TOTAL	118	0	118
MULTI-UNIT DEVELOPMENT			
SUB-TOTAL			0
INFILL LOTS			
SUB-TOTAL	0	6	0
SUB-TOTAL	0	6	6
TOTAL COMMITTED UNITS	160	22	182

The following developments are complete and have been removed from the above list.

* H.Bye Construction, London Road

* Strathcona Long Term Care

The James Bowden Development has been removed from the above list as the allocation has expired.





7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.1119

Plan to
Simply Explore
www.simplyexplore.ca

APPLICATION FOR SANITARY SEWER ALLOTMENT

1. Applicant's Name: SHARON FARMS & ENTERPRISES
2. Applicant's Address: 108 JENSEN
LONDON ON
3. Applicant's Phone No.: (519) 476-8088
4. Applicant's Email: aschlegel@svch.ca

5. Nature of the Proposed Development:

- a) Residential: single family semi detached
 townhouse apartments

b) Commercial: _____ sq. ft.

c) Industrial: _____ sq. ft.

d) Institutional _____ sq. ft.

Description of proposed commercial/industrial use:

6. Sewage Capacity Requested:

Q PEAK = 1.01 L/S Total

- a) If Residential: 15 (# of units) REFERENCE ATTACHED
DESIGN SHEET DATED NOV 22/16
- b) If Industrial/Commercial: _____ (estimated liters per day of effluent)
- c) If Institutional: _____ (estimated liters per day of effluent)

7. Property Description:

a) Legal Description: PART 2 + PART 7, PARKLOT 7 + PARKLOT 6b) Civic Address: 740 PRINCESS ST. MTForest, ON8. Official Plan Designation: RESIDENTIAL9. Zoning: IN - 37 (H)10. Is there an existing site plan/development/subdivision agreement with the Township applicable to your development: Yes No11. Have you applied for draft plan approval: Yes No
(If Yes, attach copy of draft approval conditions)

I hereby consent to this application


Signature of Applicant

Apr. 16 2019.
Date

Del16-088
 Strathcona Long Term Care Facility
 740 Princess Street, Mount Forest, Ontario
 Schlegel Enterprises

SANITARY Peak Flows for LTC and Residential Units

	Land Use	Net Total Area (ha)	Population	q Unit Rate	I/I Unit Rate	Units	Harmon Peak Factor	Qpeak (L/s)
A	LTC Facility		146	450		L/ca/d	4.19	3.19
B	Residential Units		45	450		L/ca/d	4.32	1.01
C	I/I	0.5			0.15	L/ha/s		0.08
Design Capacity (L/s) for 200mm dia at 0.5%								4.28
Design Capacity (L/s) for 200mm dia at 0.5%								23.19

- Footnotes: 1. Per Capita Sewage Flows = 450 L/ca/d per Township of Wellington North Standards
 2. HD Population Basis: 3 persons/ apt unit; 15 total units over 0.5 ha;
 3. Harmon Peaking Factor (M) applied per Township of Wellington North Standards
 4. Development factor of 0.15L/ha/s was applied per the extraneous flow requirements per the Township of Wellington North Standards
 5. Design Loads on the sanitary sewer system does not exceed 65% of its full capacity 15.07L/s (per OBC 7.4.10.8). Follow Municipal Standards of 200mm min.

DEVELOPMENT ENGINEERING (London) LIMITED (Chris Doering, P.Eng.)
 revised: November 22, 2016



Cheryl Gallant

Member of Parliament
Renfrew-Nipissing-Pembroke
Member of Standing Committee on National Defence
Member of Standing Committee on Industry, Science and Technology



HOUSE OF COMMONS
OTTAWA, CANADA

April 4th, 2019

RECEIVED

APR 10 2019

TWP. OF WELLINGTON NORTH

Wellington North Township
Po Box 125 7490 Sideroad 7 West
Kenilworth, Ontario
N0G 2E0

Dear Wellington North Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

PARLIAMENTARY OFFICE
Room 604, Justice Building
House of Commons
Ottawa, ON K1A 0A6
Tel.: (613) 992-7712
Fax: (613) 995-2561

CONSTITUENCY OFFICE
2nd Floor, 84 Isabella St.
Pembroke, ON K8A 5S5
Tel.: (613) 732-4404
Fax: (613) 732-4697
Toll Free: 1-866-295-7165
Website: www.cherylgallant.com

All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Gallant". The signature is written in dark ink and is positioned below the word "Sincerely,".

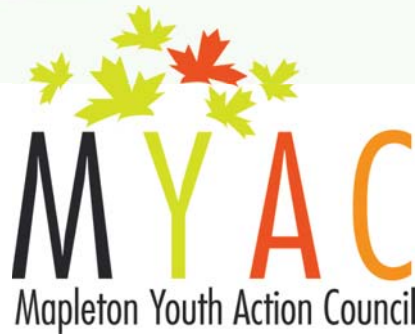
Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
CG:mm

NORTHERN WELLINGTON YOUTH CONNECTIONS

NWYAC

BRIDGING THE GAP BETWEEN YOUTH AND THE COMMUNITY

PRESENTED BY



Workforce Planning Board
of Waterloo Wellington Dufferin



IN ASSOCIATION WITH



10:00 AM - 2:30 PM

Mount Forest & District Sports Complex

TUES APRIL 30, 2019

PURPOSE

The Northern Wellington alliance of the Town of Minto, the Township of Wellington North and Mapleton Township, along with the assistance of the Community Youth Resiliency Worker for Northern Wellington, developed Youth Action Councils as Committees of Council to give youth between the ages of 13-24 the opportunity to have their voices heard and to implement change in the community.

Together with our partners, the third-annual Northern Wellington Youth Connections (NWYC) Event will help bridge the gap between youth and community stakeholders, such as local employers, organizations, services, etc.

We want to provide youth with the opportunities to see what local careers options are available within Northern Wellington County first-hand by meeting with business owners and other workers who live and work in Northern Wellington County.





Schedule

- 9:45 - 10:00 *ARRIVE*
- 10:00 - 10:10 *Welcome and Icebreaker*
- 10:10 - 11:00 *Keynote Speaker: Anthony McLean*
- 11:00 - 11:10 *Activity!*
- 11:10 - 11:40 *RBC Future Launch*
- 11:40 - 12:00 *LUNCH*
- 12:00 - 12:10 *Saugeen Student Start Up*
- 12:10 - 12:15 *Break*
- 12:15 - 12:35 *Session 1*
- 12:40 - 1:00 *Session 2*
- 1:05 - 1:25 *Session 3*
- 1:30 - 1:50 *Session 4*
- 1:55 - 2:15 *Session 5*
- 2:20 - 2:30 *Event Wrap Up & Busses*





Anthony McLean

Anthony McLean is a rapper, YouTuber and motivational speaker who has delivered hundreds of presentations across Canada, the U.S. and Australia. He combines powerful teaching, practical strategies, and Hip Hop music for a high-energy presentation that audiences love. Anthony's favourite topics are Leadership, Mental Health, and Bullying. www.AnthonyMcLean.org

Sessions



RBC Future Launch

RBC Future Launch is to help young people prepare for and navigate a new world of work that, we believe, will fundamentally reshape Canada. It is more than just a \$500 million dollar 10-year commitment, the biggest in RBC's history. It's a commitment to the belief that if we invest in young Canadians and prepare them for the future of work, they will thrive and drive the Canadian economy for all our benefits. Over the past year, RBC conducted a major study of the Canadian workforce and discovered a quiet crisis — of recent graduates who are overqualified for the jobs they're in, of unemployed youth who weren't trained for the jobs that are out there, and young Canadians everywhere who feel they aren't ready for the future of work.



Key Things to be covered in Presentation are :

- How young Canadians can prepare for what's coming next
- What Skills will be essential to success
- How Canadian youth can thrive in the age of disruption



Harold DeVries

Not Too Young to BYOB (Be Your Own Boss)

How old do you have to be to start a business? Did you know that many of the most successful entrepreneurs started in high school? How did they do it? What If they can do it, why not you? How old do you have to be to BYOB (Be Your Own Boss)? Check it out...No I.D. required.



Jessica Dettman

Mental Wellness

Jess works for the Town of Minto as the Children's Program Coordinator and is the co-lead of the Minto Mental Health Initiative and specializes in children and youth mental health and wellness. She shares valuable information for maintaining healthy mental health, including stress relief exercises and mental health resources for Northern Wellington County. Make your own stress balls!



Carol Simpson

Local Jobs

Carol Simpson, from the Waterloo-Wellington Workforce Planning Board, will speak to the type of jobs that are currently in demand in Wellington County as well as how we see jobs changing over the coming years e.g. with technology. She will also highlight the variety of industries that are located in Wellington County.



Speaker TBD

Opportunities in the Skilled Trades

Explore the wide variety of opportunities in the Skilled Trades and find out how you "Earn While You Learn" through Apprenticeship.



Agilec

Resumé Writing

In this workshop, Agilec will be sharing the the "do's and don'ts" for resume writing . You will also learn skills to apply in future interviews to ensure readiness, knowledge and to leave a good impression.



Labour Force Diversification 101 Conference

Are you looking to expand your workforce? Interested in hiring new Canadians but unsure of where to start?

Immigration experts will share resources, toolkits and best practices that will aid in hiring newcomers. A panel of local employers will share their experiences of hiring newcomers; the benefits, challenges, and resources they found useful in their quest for tapping into the newcomer market. Representatives from your local economic development offices will be on hand to assist you with next steps.

Wednesday, May 1st, 2019

Location: Neustadt Community Centre, 183 Enoch St, Neustadt, ON N0G 2M0

Agenda

8:00 am Continental Breakfast provided

Guest Speakers

8:45 am Tom Lusic, Talent Attraction Coordinator; County of Wellington

9:15 am May Ip, Making Grey Bruce Home Project Coordinator

9:45 am Dr. Gezahgn Wordofa, International Trade Consultant & Refugee Resettlement Specialist

Panelists

10:15 am Lindsay Hayter, HR Manager for Hayter Turkey Producer

10:45 am Ed Bosman, Owner of Crimson Lane Farms, Pork Producer

11:15 am Shannon South, HR Manager Golden Valley Farms

11:45 am Questions and wrap-up

Please **RSVP by April 25th, 2019 to**

Jamie Doherty: jamie@sbdc.ca or phone 519.799.5750 ext. 5





Arthur Optimist Club
P.O. Box 569
Arthur, Ontario
N0G 1A0

078

April 23, 2019

Mayor Andy Lennox & Councillors
Township of Wellington North
P.O. Box 125
7490 Side road 7 West
Kenilworth, Ontario
N0G 2E0

Dear Mayor Andy Lennox and Councillors,

This letter is to show the intent of the Arthur Optimist Club to again, obtain from Wellington North Council, community festival status for our annual Canada Day Ball Tournament and that this outdoor event be declared municipally significant. This is to be held from Friday June 28th to Sunday June 30th 2019, at the Arthur ball diamonds and Optimist Pavilion.

We are hoping that this can be processed as soon as possible, and that the letter of approval could be sent at your earliest convenience.

We require the approval letter to obtain our S.O.P licence for this event.

Also included is a tentative schedule of our events to happen that weekend.

If you have any questions or concerns please do not hesitate to contact me.

Thank you for your consideration and we look forward to hearing from you in the near future.

Sincerely,

Nicholas Hansen
Arthur Optimist Club President
Canada Day Ball Tournament Event Chairman
Nick_hansen_77@hotmail.com
519-994-2943

Nicholas Hansen
 Arthur Optimist Club
 P.O Box: 569
 Arthur, Ontario
 N0G 1A0

Date: April 23, 2019

Township of Wellington North
 Karren Wallace, Clerk
 P.O. Box 125
 Kenilworth, ON
 N0G 2E0

Dear Karren,

This is a letter of request asking that the Council of the Township of Wellington North declare the following Outdoor, Licensed Event an event of Municipal Significance. Please see details below:

NAME OF EVENT:	<u>Arthur Optimist Canada Day Weekend</u>
ORGANIZATION RESPONSIBLE FOR EVENT:	<u>Nicholas Hansen</u>
PERSON RESPONSIBLE FOR ALCOHOL AT EVENT:	<u>Nicholas Hansen</u>
DAY TIME PHONE NUMBER OF PERSON RESPONSIBLE:	<u>519-994-2943</u>
LOCATION OF EVENT:	<u>Optimist Pavilion – Arthur Ball Diamonds</u>
DATE(s) OF EVENT:	<u>June 28 – June 30 2019</u>

START & END TIME ON LIQUOR LICENSE:
 (List separate times for each day applicable.)

Date:	<u>June 28 2018</u>	Start Time:	<u>5:00pm</u>	End Time:	<u>1:00am</u>
Date:	<u>June 29 2018</u>	Start Time:	<u>11:00am</u>	End Time:	<u>1:00am</u>
Date:	<u>June 30 2018</u>	Start Time:	<u>11:00am</u>	End Time:	<u>8:00pm</u>

LOCATION OF ALCOHOL AT EVENT:

Optimist Pavilion – Arthur Ball Diamonds

NUMBER OF ATTENDEES/DAY

1 ST Day	<u>150</u>	2 nd Day	<u>150</u>	3 rd Day	<u>150</u>
------------------------	------------	------------------------	------------	------------------------	------------

BRIEF DESCRIPTION OF EVENTS:

Attached is a word document that shows our event schedule.

Signature

Date

Arthur Optimist - Canada Day Weekend 2019

- Friday June 28th - Men's and Mixed 3 Pitch Tournaments
- Optimist Pavilion Dance from 9:00 pm to 12:30am
- Beer Gardens 5:00pm to 1:00am
- Saturday June 29th - GetInTouchForHutch Mental Health walk 8:30am
- Men's and Mixed 3 Pitch Tournaments continued
- Horseshoe tournament
- Beer Gardens 11:00am to 1:00am
- Optimist Pavilion Dance from 9:00pm to 1:00am
- Canada Day Fireworks display approx. 10:00pm
- Sunday June 30th - Family & Business 3-Pitch Tournament
- Beer Gardens 11:00am to 8:00pm
- Drawing of the Optimist Canada Day Raffle Draw
- Free Public Swim 1:00pm to 3:00pm
- R&R Pet Paradise POWER PAWS dog show 2:00pm and 4:00pm
- Outdoor Movie @ approx. 9:15pm (DUSK)
- Sponsored by GetInTouchForHutch

Contact President Nick Hansen @ 519 994 2943 for weekend information
For Baseball inquiries contact Baseball Chairman Greg Roelofsen @ 519 897 3089

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

BY-LAW NUMBER 040-19

DRAIN 15 REPAIR BY-LAW

BEING a Drain By-law to provide for the repair of Drain 15 WL.

WHEREAS the Township of Wellington North is required to undertake such repairs in accordance with Section 74 and Section 75 of *The Drainage Act*, R.S.O. 1990.

AND WHEREAS the work to be done is:

- Trap beaver, remove dams and clean ditch on Lot 18, Concession 14 formerly Township of West Luther, to accommodate upstream tile drainage in the Town of Grand Valley formerly East Luther Township.

AND WHEREAS the actual cost of such repairs is: \$879.59

AND WHEREAS the costs of the repairs shall be assessed against all lands and roads in the watershed upstream of the point of commencement of the repair work being done on Lot 18, Concession 14 West Luther, prorata with the last revised Schedule of Assessment for the respective drain;

AND WHEREAS the last revised Schedule of Assessments to be used for the maintenance of the Drain is contained in a report by E.W. (Bill) Shifflet, P. Eng. and adopted by By-law 989.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH enacts as follows:

1. That the estimated costs of repair shall be prorated as outlined in Schedule "A" attached hereto;

READ A FIRST, SECOND AND THIRD TIME THIS 29TH DAY OF APRIL, 2019.

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK

SCHEDULE A
MUNICIPAL DRAIN NO. 15 REPAIR
Township of Wellington North

File No. 19-026, 02-190

Con	Lot	Roll No.	1983 Owner	Current Owner	1983 Assess	2018 Assess	1/3 Grant	NET ASSESS
<u>West Luther Township</u>								
	14	S½ E½ 18	16-165-50	L. Stiso	483.00	125.77	-	125.77
Total on Lands:					483.00	125.77	-	125.77
Half Townline Road					123.00	32.03	-	32.03
Total in West Luther Township:					606.00	157.80	-	157.80
<u>East Luther Township</u>								
F	13	N½ 20	02-158	R. Jefferson	428.00	111.45	37.15	74.30
	14	Pt S½ 19	02-164	K. & C. Nishimoto	18.00	4.69	-	4.69
F	14	Pt S½ 19	02-165	E. Short	593.00	154.41	51.47	102.94
F	14	N½ 19	02-166	S. Niddam & R. Lasry	357.00	92.96	30.99	61.97
F	14	20	02-167	K. Busby	959.00	249.71	83.23	166.48
F	14	S½ 21	02-168	J. Walterhouse	213.00	55.46	18.49	36.97
F	14	N½ 21	02-169	H. Hack & M. Klein	81.00	21.09	7.03	14.06
Total on Lands:					2,649.00	689.77	228.36	461.41
Half Townline Road					123.00	32.03	-	32.03
Total on Roads:					123.00	32.03	-	32.03
Total in East Luther Township:					2,772.00	721.79	228.36	493.43
TOTAL ON WEST LUTHER DRAIN 15 REPAIR:					3,378.00	879.59	228.36	651.23

F - Denotes Farm Tax Rated and therefore eligible for 1/3 provincial grant.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 041-19

CARDY DRAIN A & B REPAIR BY-LAW

BEING a Drain Repair By-law to provide for the repair of the Cardy Drain "A" and "B".

WHEREAS the Township of Wellington North is required to undertake such repairs in accordance with Section 74 and Section 75 of *The Drainage Act*, R.S.O. 1990.

AND WHEREAS the work done is:

Clean ditch "A" and level spoil on W½ Lot 26, Concession 5, former Township of West Garafraxa.

Clean ditch "B" and level spoil on E½ Lot 25, Concession 5, former Township of West Garafraxa.

AND WHEREAS the actual costs of such repairs are \$1,625.31 on Drain "A" and \$1,575.04 on Drain "B".

AND WHEREAS the costs of the repairs shall be assessed against all lands and roads in the watershed upstream of the point of commencement of the repair work being done, prorata with the last revised Schedule of Assessment for the respective drain;

AND WHEREAS the last revised Schedule of Assessment to be used for maintenance of the various drains is contained in a report by, and adopted as Township By-law No. as follows:

Drain	Engineer/Surveyor	Bylaw No.
Cardy Drainage Works	E. Henry Uderstadt, OLS West Garafraxa Township	7-1973

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH enacts as follows:

1. That the actual costs of repair shall be prorated as outlined in Schedule "A" attached hereto;

READ A FIRST, SECOND AND THIRD TIME THIS 29TH DAY OF APRIL, 2019.

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK

**SCHEDULE A - SCHEDULE OF ASSESSMENT
CARDY DRAIN REPAIR
Township of Wellington North**

Con	Lot	Roll No.	1973 Owner	Current Owner	Drain A			Net Actual Assess.	
					1973 Assess.	Current Assess.	1/3 Grant		
<u>Center Wellington</u>									
F	5	PtW½ 25	29126	D. Cardy	D. Lennox	67	224.53	74.84	149.69
F	5	E½ 25	29127	D. Cardy	D. Lennox	57	191.02	63.67	127.35
Total Assessments on Lands:						124	415.55	138.51	277.04
1/2 Sideroad 25-26				Twp of West Garafraxa	Twp of Centre Wellington	30	100.53	0	100.53
Total Assessments Centre Wellington:						154	516.08	138.51	377.57
<u>Wellington North</u>									
F	5	W½ 26	18128	J. Henderson	L. Henderson	164	549.59	183.20	366.39
F	5	S½ E½ 26	18137-60	D. Cardy	D. Cardy	90	301.60	100.53	201.07
F	5	N½ E½ 26	18137-50	C. Louttit	Schneiders	47	157.50	52.50	105.00
Total Assessments on Lands:						301	1,008.69	336.23	672.46
1/2 Sideroad 25-26				Twp of West Garafraxa	Twp of Wellington North	30	100.54	0	100.54
Total Assessments on Roads:						30	100.54	0	100.54
Total Assessments Wellington North:						331	1,109.23	336.23	773.00
TOTAL ON CARDY DRAINAGE WORKS DRAIN A REPAIR:						485	1,625.31	474.74	1,150.57

Con	Con	Lot	Roll No.	1973 Owner	Current Owner	Drain B			Net Actual Assess.
						1973 Assess.	Current Assess.	1/3 Grant	
<u>Wellington North</u>									
F	5	N½ E½ 26	18137-50	C. Louttit	Schneiders	116	388.73	129.58	259.15
	5	E½ 27	18137	C. Louttit	El Toro	271	908.16	0.00	908.16
F	5	E½ 28	18136	A. McKecknie	Glider Club	83	278.15	92.72	185.43
TOTAL ON CARDY DRAINAGE WORKS DRAIN B REPAIR:						470	1,575.04	222.30	1,352.74
TOTAL ON CARDY DRAINAGE WORKS REPAIR:						955	3,200.35	697.04	2,503.31

F - Denotes Farm Tax Rated and therefore eligible for 1/3 provincial grant.

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

BY-LAW NUMBER 045-19

**BEING A BY-LAW TO APPOINT A DIRECTOR OF OPERATIONS FOR
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

WHEREAS the Municipal Act, 2001, authorizes Municipalities to appoint such officers and employees as may be necessary for the purposes of the Corporation and for prescribing their duties and the security to be given for the performance of them.

AND WHEREAS the Council of the Corporation of the Township of Wellington North considers it desirable and expedient to appoint a Director Operations and to define and determine the duties and responsibilities thereof;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH enacts as follows:

1. That Matthew Aston is hereby appointed to, the position of Director of Operations for the Corporation of the Township of Wellington North effective May 1, 2019.
2. That Matthew Aston shall with respect to the Township of Wellington North and the administration of its affairs exercise all authority, powers and rights and shall perform all the duties and obligations which are set out in Schedule "A" to this By-law.
3. This by-law shall come into force on May 1, 2019.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 29th DAY OF APRIL, 2019.***

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



Director of Operations

Job Description

REPORTS TO	Chief Administrative Officer (CAO)
POSITION STATUS	Full-time
LOCATION	Kenilworth, ON
PAY METHOD	Salary
GROUP BENEFITS	Yes
WEEKLY HOURS	40 hours per week, with varied hours to ensure sufficient support
OVERTIME	Ineligible
ON CALL	Yes

JOB SUMMARY:

The Director of Operations is a key leadership role within the Township, working closely with the CAO, Council and the Senior Management Team (SMT) to collectively plan and implement the Township's vision and long term operational strategic direction. The Director is responsible for the management and administration of all infrastructure, capital projects, maintenance and physical operations within Public Works and Recreation portfolios. The position provides leadership and expertise in the planning, budgeting, staffing, service management, execution, monitoring and evaluation of department initiatives, projects, goals and day-to-day operations as well as partnering internally and externally to drive continuous improvement and greater efficiencies.

CORE RESPONSIBILITIES:

- In collaboration with the CAO and Financial Management staff, develop, manage and administer annual and multi-year Operating and Capital budgets for the Department, ensuring support of Council's objectives, financial transparency and accountability, budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies;
- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the Purchasing and Procurement Policy;
- Work with internal stakeholders in the development of short- and long-term strategic planning, the development and implementation of process improvements, program management, policies, systems and procedures to ensure the department delivers the highest professional service standards, ensuring adherence to regulatory and legislative compliance;
- Responsible for effective risk management, liability control and due diligence measures;
- Oversee the Township's infrastructure and capital construction projects and programs, providing professional advice and specialist knowledge when dealing with challenging

and significantly complex capital project planning and recommends innovative approaches and/or solutions;

- Attend Council meetings and other functions, responds to queries, prepares and delivers reports and presentations that provide sound recommendations and strategies regarding service delivery, department/program performance and enhancements and the implementation of new or pending legislation and regulatory changes to support Council decision making;
- Recommends the hiring of consultants and contractors to assist with/undertake major departmental and corporate projects as required; monitors their work and oversees the administration of agreements in accordance with Township by-laws, policies and procedures;
- Works collaboratively with internal/external technical and operational experts/service providers to make decisions that best serve the current and future needs of the Township;
- Brings expertise and public works perspective to development/planning applications and ensures appropriate construction of assets that will be turned over to the Township in compliance with municipal servicing standards;
- Arranges formal and informal communication mechanisms to meet with repeat and regular users of department to encourage feedback on the quality of services and discuss problems and potential resolutions in a professional manner;
- Plans, organizes, motivates and leads through an organization of managers and employees that places responsibility and decision making processes as close to the appropriate level as possible;
- Ensures an inclusive, successful and collaborative organizational culture while supporting a learning environment and positive employee relationships. Helps to break down barriers to employee success, ensuring collaboration and cooperation with internal and external teams and stakeholders.
- Partner with Human Resources regarding people related issues and initiatives, including recruitment, labour relations issues, coaching, performance appraisals, employee engagement, and training and development to meet current and future departmental and organizational objectives;
- Undertakes special projects and performs all other related duties as assigned.

MINIMUM QUALIFICATIONS:

- 10 years of progressive experience with previous responsibilities for operations, environmental services, infrastructure services, construction services, with 3-5 years in a senior leadership role.
- Bachelor of Applied Science in Environmental or Civil Engineering or alternatively holds a Masters of Public Administration, Masters of Business Administration or other equivalent education and experience.
- Ability to prioritize departmental functions and staff workload/assignments to meet deadlines, changing priorities and handle contingencies.
- Strong project management skills with the ability to lead projects strategically from concept to completion in consultation and collaboration with various internal and external stakeholders.
- Outstanding customer service and community focus, responding to complicated or sensitive queries and issues with a sense of urgency while understanding the complex stakeholder relationships (multi-employer/multi-stakeholders).

- Demonstrated success managing multi-faceted change with superior leadership, coaching and facilitation skills, leading and developing others to consistently deliver high quality services.
- Ability to build effective relationships with Township staff, Council, other governmental and regulatory officials, community stakeholders and contractors.
- Strong conflict management skills with the ability to be professional in handling complaints, disagreements and issues.
- Ability to observe confidentiality regarding corporate, personnel and related issues.
- Constantly strive for higher goals and performance standards through the encouragement of innovative practices and technology.
- Strong time management and organizational skills with a firm commitment to shared success and collaboration.
- Strong interpersonal, public speaking and communication skills at the one-on-one, group, team and organizational levels with the ability to communicate effectively through a variety of mediums to diverse audiences. Skilled at relaying complex and/or technical information to non-technical audiences.
- High level of proficiency with computer programs, including Microsoft Office (Excel, Word, PowerPoint and Outlook), and working knowledge of GIS technology with the ability to learn new software programs.
- Analytic and strategic thinker with the ability to assess complex situations, find solutions and develop sound recommendations and courses of action.
- Ability to attend meetings, events and address operational needs outside of regular business hours.
- Must possess and maintain a valid Ontario Class G and restriction free drivers' licence to carry out the duties of the job.

Preferred:

- Professional Engineer's (P.Eng) designation in good standing with the Professional Engineers of Ontario (PEO); OR
- Certified Engineering Technologist (CET) designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- Experience managing in times of growth with the ability to stay focused on the big picture
- Experience in a municipal infrastructure or other similar public sector environment

WORKING CONDITIONS

Physical demands: Sitting, standing and walking are required for this position to complete office work, field visits and extensive driving with possible physical strain from long hours of focus at the computer.

Mental demands: Strong mental attention and concentration in all tasks. Frequent interruption from task is to be expected, including responding to public inquires. This position works towards major deadlines regularly and as a result, may work long and sometimes irregular hours.

Working Conditions: Office environment with regular travel to work sites - at times in adverse weather conditions.

POSITION OVERVIEW		
<i>Department:</i>	Operations	
<i>Supervisory Responsibilities</i>	Yes	
<i>Category:</i>	Management	
<i>Date Prepared:</i>	December 5, 2017	
<i>Revision Date:</i>	March 7, 2019	
		DD / MM / YYYY
<i>Manager Signature</i>		
<i>Employee Signature</i>		

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

BY-LAW NUMBER 046-19

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON APRIL 29, 2019

WHEREAS Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on April 29, 2019 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 29TH DAY OF APRIL, 2019.**

**ANDREW LENNOX,
MAYOR**

**KARREN WALLACE,
CLERK**