

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL
JUNE 24, 2019 @ 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the June 24, 2019 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

O ' CANADA

COUNTY COUNCIL UPDATE – MAYOR ANDREW LENNOX

PRESENTATIONS

1. Madalyn Ellis – Co-op Student
2. RLB Chartered Professional Accountants
 - 2018 Financial Overview
 - Summary of Key Operating Measures

001
028

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Draft Consolidated Financial Statements and the Summary of Key Operating Measures for the Year Ended December 31, 2018 as prepared and presented by RLB LLP – Chartered Accountants.

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 June 24, 2019 for the purpose of holding a Public Meeting under the Planning Act.

- Public Meeting – 940749 Ontario Limited (Coffey – Forest View Estates)

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the June 24, 2019 Regular Meeting of Council.

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETINGS

1. 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 Holdings Inc.)

033

Recommendation:

THAT By-law Numbers 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 Holdings Inc.) be read a First, Second and Third time and enacted.

CARRIED

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- Public Meeting, May 27, 2019 036
- Regular Meeting of Council, May 27, 2019 043

Recommendation:

THAT the minutes of the Public Meeting Minutes and the Regular Meeting of Council held on May 27, 2019 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

DEPUTATIONS

- Peter Smit, 162 Melissa Crescent, Mount Forest 051
- Drainage Issues regarding Strathcona Village Development
- Jolanta Sokol, 435 John Street, Mount Forest 052
- Drainage Issues regarding 435 John Street

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Maitland Source Protection Authority, Meeting #1-19, March 20, 2019 061

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Source Protection Authority, Meeting #1-19 held on March 20, 2019

- b. Maitland Valley Conservation Authority, General Membership Meeting #4-19, April 17, 2019 063

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority, General Membership Meeting #4-19, held on April 17, 2019.

- c. Maitland Source Protection Authority, Meeting #2-19, April 17, 2019 069

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Source Protection Authority, Meeting #2-19 held on April 17, 2019.

- d. Grand River Conservation Authority, Summary of the General Membership Meeting – May 24, 2019 071

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority, Summary of the General Membership Meeting - May 24, 2019.

- e. County of Wellington Accessibility Advisory Committee, June 6, 2019 072

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the County of Wellington Accessibility Advisory Committee meeting held on June 6, 2019.

- f. Arthur Downtown Revitalization Advisory Committee, May 29, 2019 075

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Downtown Revitalization Advisory Committee meeting held on May 29, 2019.

- g. Mount Forest Downtown Revitalization Advisory Committee, May 29, 2019 081
- Recommendation:
THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Downtown Revitalization Advisory Committee meeting held on May 30, 2019.
- h. Recreation & Culture Committee, May 28, 2019 084
- Recommendation:
THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation & Culture Committee meeting held on May 28, 2019
2. PLANNING
- a. Planning Report, prepared by Linda Redmond, Manager of Planning & Environment, regarding Zoning By-law Amendment – Burny Development Inc., Kenilworth 088
- Recommendation:
THAT Council of the Corporation of the Township of Wellington North receive the Planning Report, prepared by Linda Redmond, Manager of Planning & Environment, regarding Zoning By-law Amendment – Burny Development Inc., Kenilworth.
- b. DC2019-001, Consent Application B24-19 (2495535 Ontario Inc.) 093
- Recommendation:
THAT Council of the Corporation of the Township of Wellington North receive DC Report 2019-001 being a report on Consent Application B24-19 known as 760-762 Waterloo St., PT Park Lot 8, Plan Town of Mount Forest;
AND FURTHER THAT the Council of the Township of Wellington North supports consent application B24-19 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;*
- AND FURTHER THAT Council authorizes the Development 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.*
- c. DC2019-002, Consent Application B25-19 (Haennel) 097
- Recommendation:
THAT Council of the Corporation of the Township of Wellington North receive DC Report 2019-002 being a report on Consent Application B25-19 known as 8352 Line 6, Conc 7 E PT LOT 8, Township of Wellington North;
AND FURTHER THAT the Council of the Township of Wellington North supports consent application B25-19 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 enter into an agreement apportioning future maintenance costs on Drain 36;*

- *THAT the retained lands be rezoned to restrict residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department; and,*
- *THAT zoning compliance be achieved for the severed lands to recognize the side yard deficiencies for the hobby barn to the satisfaction of the Local Municipality and the County of Wellington Planning and Development department.*

AND FURTHER THAT Council authorizes the Development 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.

3. FIRE

- a. Wellington North Fire Service Communiqué #67, May 2019 103

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communiqué #67, May 2019.

- b. Report FIRE 2019-002 being a report on a Memorandum of Understanding between the Wellington North Fire Service and Guelph Wellington Paramedic Service 108

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive Report FIRE 2019- 002 being a report to enter into a Memorandum of Understanding (MOU) between the Wellington North Fire Service and Guelph Wellington Paramedic Service;

AND FURTHER THAT the Chief Administrative Officer and the Fire Chief be authorized to sign the Memorandum Of Understanding.

4. BUILDING

- a. Report CBO 2019-12 Building Permit Review – Period Ending May 31, 2019 115

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2019-12 being the Building Permit Review for the period ending May 31, 2019.

5. ECONOMIC DEVELOPMENT

- a. Report EDO 2019-014 Main Street Revitalization Funding 118

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Economic Development Officer report EDO-2019-014 dated June 24th, 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 Mount Forest Downtown Revitalization Committee recommendations to utilize \$30,000 of the Main Street Revitalization Funding to support the following programs:

- *\$15,000 Signage*
- *\$10,000 Streetscaping and Landscaping Improvements*
- *\$ 5,000 Marketing & Promotion*

- b. Report EDO 2019-016 Community Initiated Project 126

Recommendation:

That the Council of the Corporation of the Township of Wellington North receive Economic Development Officer report EDO 2019 being a report on the Community Initiated Projects Program;

AND FURTHER THAT Council approve one-time grants under the Community Initiated Projects Program as follows:

- \$7,500 or 50% of the costs to the Royal Canadian Legion Branch Mount Forest to support the installation of an electronic sign
- \$2,000 to install a culvert off of Preston Street in Arthur in support of the Community Gardens being built at Musashi Auto Parts Canada Inc

and

THAT the Council of the Corporation of the Township of Wellington North does not approve a grant in the amount of \$5,000 to support the Fathers Heart Healing Ministries application for funding to assist with the Beauty for Ashes Transformation House.

6. FINANCE

- a. Cheque Distribution Report, June 17, 2019 143

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated June 17, 2019.

- b. TR2019-010 being a report on Strategic Asset Management Policy 149

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2019-010 being a report on a Township Strategic Asset Management Policy;

AND FURTHER THAT the Council of the Township of Wellington North approve the Strategic Asset Management Policy attached as Appendix "A" to report TR2019-010;

AND FURTHER THAT the Director of Finance or delegate be authorized to make minor changes to the Strategic Asset Management Policy in order to remain compliant with other Township Policies and legislative requirements.

- c. Budget vs Year-to-Date Actual Ending May 31, 2019 159

Recommendation:

That the Council of the Corporation of Township of Wellington North receive the Budget vs Year-to-Date Actual Ending May 31, 2019 report.

7. OPERATIONS

- a. Report OPS 2019-006 being a report on the award of bridge 22 & 2030 replacement projects 163

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive Report OPS 2019-006 being a report on the award of bridge 22 & 2030 replacement projects;

AND FURTHER THAT Council award the contract for Bridge 22 replacement project to Reeves Construction Limited, at a contract cost of \$283,517.39 plus applicable taxes;

AND FURTHER THAT Council award the contract for Bridge 2030 replacement project to Reeves Construction Limited, at a contract cost of \$228,323.40 plus applicable taxes;

AND FURTHER THAT Council authorize the Director of Operations to execute the contract with Reeves Construction Limited for Bridge 22 & 2030 replacement projects.

- b. Report RAC 2019-012 being a report on the Wellington North Summer Day Camp Policies and Procedures 170

Recommendation:

*THAT Council of the Township of Wellington North receive Report RAC 2019-012 being a report on the Wellington North Summer Day Camp Policies and Procedures;
AND FURTHER THAT the Council of the Township of Wellington North approve the Wellington North Summer Day Camp Policies and Procedures.*

8. ADMINISTRATION

- a. Report CLK 2019-024 being a report to Amendments to the Business Licensing By-law 247

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive Report CLK 2019-024 being a report on Amendments to the Business Licensing By-law;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the by-law to amend By-law 058-16.

- b. Report CLK 2019-025 being a report on 2020 Council Meeting Dates 251

Recommendation:

THAT the Council of The Corporation of the Township of Wellington North receive Report CLK 2019-025 being a report on Council meeting schedule for 2020;

AND FURTHER THAT Council adopts the 2020 Meeting Schedule.

- c. Report CLK 2019-026 being a report on Proposed Amendments to the Consumer Protection Act: Direct Selling in Consumers Homes (Door to Door Sales) 254

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive Report CLK 2019-026 being a report on Proposed Amendments to the Consumer Protection Act: Direct Selling in Consumers Homes (Door to Door Sales);

AND FURTHER THAT the Clerk be directed to provide comments to the Ministry of Government Services on the proposed amendments to the Consumer Protection Act: Direct Selling in Consumers Homes.

- d. Report CLK 2019-027 being a report on AMCTO's Position Paper on Modernizing the Voter's List 273

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2019-027 being a report on AMCTO's Position Paper on Modernizing the Voters' List.

- e. Report COA 2019-004 being a report on Traffic Condition Analysis – Main Street & Mount Forest Drive 286

Recommendation:

THAT Council of the Township of Wellington North receive Report CAO 2019-004 being a report on Traffic Condition Analysis-Main Street & Mount Forest Drive;

AND FURTHER THAT Council waive the competitive bidding requirement and direct staff to negotiate the design and construction of a Dedicated Right-Turn Lane on Mount Forest Drive utilizing funds from the discretionary Council Community and Contingency Reserve.

9. COUNCIL

- a. Upper Grand District School Board and Wellington Catholic District School Board – Notice of the Passing of Education Development Charges By-laws 298

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive for information

*the Upper Grand District School Board and Wellington Catholic District School Board –
Notice of the Passing of Education Development Charges By-laws*

- b. Josh Kestner, Operations Chair, Mount Forest Fireworks Festival Committee, 299
correspondence dated May 28, 2019, regarding the 19th Annual Mount Forest
Fireworks Festival

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive for information
the correspondence from Josh Kestner, Operations Chair regarding the 19th Annual Mount
Forest Fireworks Festival*

- c. Roger Deming, Arthur Merchants Fast Ball Association, correspondence dated June 300
7, 2019, requesting that Darcy's 23rd Annual 3-Pitch Tournament being held on July
26 & 27, 2019 be declared municipally significant.

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive
correspondence from Roger Deming, Arthur Merchants Fast Ball Association, and declare
that Darcy's 23rd Annual 3-Pitch Tournament being held on July 26 & 27, 2019 as municipally
significant*

- d. Axy Leighl, The Friends of Bill Walker, correspondence dated June 14, 2019, 301
requesting that the Git Yer HillBilly On Ribfest being held on July 18, 2019 be declared
municipally significant.

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive
correspondence from Axy Leighl, The Friends of Bill Walker and declare the Git Yer HillBilly
On Ribfest being held on July 18, 2019 as municipally significant.*

- e. Memorandum from Guy Giorno, Integrity Commissioner, dated June 13, 2019, 304
regarding Special Report: Process for providing advice to Members

Recommendation:

*THAT the Council of the Corporation of Township of Wellington North receive the
Memorandum from Guy Giorno, Integrity Commissioner, dated June 13, 2019, regarding
Special Report: Process for providing advice to Members*

*THAT Council direct the Integrity Commissioner to include in the relevant statement of
account the surname of the Member who made a request for advice under paragraph 4, 5 or 6
of subsection 223.3 (1) of the Municipal Act, provided that confidentiality is maintained and the
Integrity Commissioner reveals no information about the nature of the request or the content
of the advice.*

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 June 24, 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 057-19 being a by-law to provide for the repair of Drain No. 9, Main | 307 |
| b. By-law Number 058-19 being a by-law to provide for the repair of Drain No. 9, Branch B | 309 |
| c. By-law Number 059-19 being a by-law to amend By-law 053-19 being a by-law to set the rates for 2019 taxation and to provide for the collection thereof | 311 |
| d. By-law Number 060-19 being a by-law to amend By-law Number 058-16 being a by-law to establish business licensing regulations related to business licensing in the Township of Wellington North | 313 |
| e. By-law Number 061-19 being a by-law to amend by-law 66-01 being a Zoning By-law for the Township of Wellington North (Lot 20, WOSR Division 3 & 4, located in Kenilworth – 940749 Ontario Ltd. | 316 |

Recommendation:

THAT By-law Numbers 057-19, 058-19, 059-19, 060-19 and 061-19 be read a First, Second and Third time and enacted.

CULTURAL MOMENT

- The Wellington North Day Camp Program 320

CONFIRMING BY-LAW NUMBER 056-19

322

Recommendation:

THAT By-law Number 062-19 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 June 24, 2019 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of June 24, 2019 be adjourned at p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS

Arthur Optimist Canada Day Weekend, 7 th Annual Get In Touch For Hutch Walk/run	June 28 – 30, 2019	
Canada Day – Office Closed	July 1, 2019	
Regular Council Meeting	July 8, 2019	2:00 p.m.
Recreation & Culture Committee	July 9, 2019	8:30 a.m.
Arthur Downtown Revitalization Advisory Committee	July 10, 2019	7:00 p.m. to 9:00 p.m.
Wellington North Cultural Roundtable	July 11, 2019	12:00 p.m.
Mount Forest Fireworks Festival	July 19 – 21, 2019	
Mount Forest Downtown Revitalization Advisory Committee	July 25, 2019	7:00 p.m. to 9:00 p.m.
Regular Council Meeting	July 22, 2019	7:00 pm

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
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

DRAFT

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
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YEAR ENDED DECEMBER 31, 2018

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INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Township of Wellington North

Opinion

We have audited the accompanying financial statements of The Corporation of the Township of Wellington North, which comprise the consolidated statement of financial position as at December 31, 2018 and the consolidated statements of operations, change in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Wellington North as at December 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the The Corporation of the Township of Wellington North in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

A further description of the auditor's responsibilities for the audit of the consolidated financial statements is located at RLB LLP's website at: www.rlb.ca/additional-auditor-responsibilities-consolidated. This description forms part of our auditor's report.

Guelph, Ontario
June 24, 2019

Chartered Professional Accountants
Licensed Public Accountants

DRAFT

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
 CONSOLIDATED STATEMENT OF FINANCIAL POSITION
 AS AT DECEMBER 31, 2018

	2018	2017 (note 12)
FINANCIAL ASSETS		
Cash (note 2)	\$ 24,108,534	\$ 22,937,435
Investments	10,646	10,646
Taxes receivable	1,027,207	1,571,340
Trade and other receivables	3,258,237	2,394,982
Long term receivables (note 3)	83,453	122,858
Investment in Wellington North Power Inc. (note 4)	<u>5,081,419</u>	<u>4,810,836</u>
	<u>33,569,496</u>	<u>31,848,097</u>
LIABILITIES		
Accounts payable and accrued liabilities	3,102,218	2,414,715
Deferred revenue (note 6)	4,087,815	4,332,180
Long term debt (note 5)	<u>3,656,692</u>	<u>5,115,347</u>
	<u>10,846,725</u>	<u>11,862,242</u>
NET FINANCIAL ASSETS	<u>22,722,771</u>	<u>19,985,855</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (schedule 2)	110,548,720	109,282,480
Prepaid expenses	<u>25,193</u>	<u>17,915</u>
	<u>110,573,913</u>	<u>109,300,395</u>
ACCUMULATED SURPLUS (schedule 3)	<u>\$133,296,684</u>	<u>\$129,286,250</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
 CONSOLIDATED STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED DECEMBER 31, 2018

	2018 Budget	2018 Actual	2017 Actual
REVENUE			
Net taxation/user charges	\$ 7,460,075	\$ 7,496,379	\$ 7,402,283
Fees and service charges	5,651,161	5,647,657	5,558,369
Grants	4,135,578	3,708,559	2,614,394
Other income (note 7)	2,016,416	1,756,263	1,563,878
Obligatory reserve funds revenue recognized (note 6)	<u>0</u>	<u>1,459,998</u>	<u>383,047</u>
	<u>19,263,230</u>	<u>20,068,856</u>	<u>17,521,971</u>
EXPENSES (schedule 1)			
General government	2,549,116	1,527,923	1,700,773
Protection to persons and property	1,364,149	1,558,272	1,372,590
Transportation services	6,044,953	7,360,259	6,253,385
Environmental services	2,679,789	3,271,463	3,347,031
Health services	56,999	51,960	52,310
Recreation and cultural services	2,072,945	1,934,823	2,206,824
Planning and development	<u>28,516</u>	<u>353,722</u>	<u>287,699</u>
	<u>14,796,467</u>	<u>16,058,422</u>	<u>15,220,612</u>
ANNUAL SURPLUS	<u>\$ 4,466,763</u>	<u>\$ 4,010,434</u>	<u>\$ 2,301,359</u>
ACCUMULATED SURPLUS at beginning of year		\$129,286,250	\$126,984,891
Annual surplus		<u>4,010,434</u>	<u>2,301,359</u>
ACCUMULATED SURPLUS at end of year		<u>\$133,296,684</u>	<u>\$129,286,250</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
 CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
 FOR THE YEAR ENDED DECEMBER 31, 2018

	2018 Budget	2018 Actual	2017 Actual
Annual surplus	\$ 4,466,763	\$ 4,010,434	\$ 2,301,359
Acquisition of tangible capital assets	(6,574,272)	(6,574,274)	(5,385,625)
Amortization of tangible capital assets	5,128,425	4,993,694	5,128,426
Loss on disposal of tangible capital assets	0	30,012	61,701
Proceeds on disposal of tangible capital assets	0	284,328	28,461
	<u>(1,445,847)</u>	<u>(1,266,240)</u>	<u>(167,037)</u>
Change in prepaid expenses	0	(7,278)	69,638
INCREASE IN NET FINANCIAL ASSETS	<u>\$ 3,020,916</u>	2,736,916	2,203,960
NET FINANCIAL ASSETS at beginning of year		<u>19,985,855</u>	<u>17,781,895</u>
NET FINANCIAL ASSETS at end of year		<u>\$ 22,722,771</u>	<u>\$ 19,985,855</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
CONSOLIDATED STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31, 2018

	2018	2017
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus for the year	\$ 4,010,434	\$ 2,301,359
Items not requiring an outlay of cash		
Amortization	4,993,694	5,128,426
Loss on disposal of tangible capital assets	30,012	61,701
Share of income of Wellington North Power Inc.	<u>(317,045)</u>	<u>(301,087)</u>
	<u>4,706,661</u>	<u>4,889,040</u>
	<u>8,717,095</u>	<u>7,190,399</u>
Net changes in non-cash working capital		
Taxes receivable	544,133	(77,346)
Trade and other receivables	(863,255)	229,291
Accounts payable and accrued liabilities	687,503	35,309
Prepaid expenses and inventory	(7,278)	69,638
Deferred revenue	<u>(244,365)</u>	<u>880,329</u>
	<u>116,738</u>	<u>1,137,221</u>
	<u>8,833,833</u>	<u>8,327,620</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(6,574,274)	(5,385,625)
Proceeds on disposal of tangible capital assets	<u>284,328</u>	<u>28,461</u>
	<u>(6,289,946)</u>	<u>(5,357,164)</u>
CASH USED IN FINANCING ACTIVITIES		
Repayment of long term debt	<u>(1,458,655)</u>	<u>(1,109,954)</u>
CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		
Increase in investments	0	(65)
Decrease in long term receivables	39,405	159,903
(Advances to) received from Wellington North Power Inc.	<u>0</u>	<u>0</u>
Dividends received from Wellington North Power Inc.	<u>46,462</u>	<u>0</u>
	<u>85,867</u>	<u>159,838</u>
NET INCREASE IN CASH	1,171,099	2,020,340
CASH, beginning of year	<u>22,937,435</u>	<u>20,917,095</u>
CASH, end of year	<u>\$ 24,108,534</u>	<u>\$ 22,937,435</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of The Corporation of the Township of Wellington North are the representation of management prepared in accordance with Canadian public sector accounting standards (PSAS) as established by the Public Sector Accounting Board (PSAB) of CPA Canada. Significant accounting policies adopted by The Corporation of the Township of Wellington North are as follows:

(a) **ACKNOWLEDGEMENT OF RESPONSIBILITY**

The management of The Corporation of the Township of Wellington North acknowledges its responsibility for the creation and compilation of the consolidated financial statements and the following significant accounting policy decisions and related policy notes.

(b) **BASIS OF CONSOLIDATION**

- (i) These consolidated statements reflect the assets, liabilities, revenues and expenses of the current fund, capital fund, reserves and reserve funds of all municipal organizations, committees and boards which are controlled by Council. All interfund assets and liabilities and revenues and expenses have been eliminated on consolidation. The following board has been reflected in the consolidated financial statements:

Mount Forest Business Improvement Area 100%

Government business enterprises and partnerships are separate legal entities which do not rely on the municipality for funding. Investments in government business enterprises are accounted for using the modified equity method. The following government business enterprise is reflected in the consolidated financial statements:

Wellington North Power Inc. 96.71%

- (ii) **Accounting for County and School Board Transactions:**
The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Wellington are not reflected in the municipal fund balances of these financial statements. Overlevies (underlevies) are reported on the Consolidated Statement of Financial Position as accrued liabilities (other receivables). See note 9.
- (iii) Trust funds and their related operations administered by the municipality are not consolidated, but are reported separately on the Trust Funds Statement of Financial Position and Continuity.

(c) **BASIS OF ACCOUNTING**

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) USE OF ESTIMATES

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management's estimates include amortization of tangible capital assets and accrued liabilities. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.

(e) INVESTMENTS

Investments held by the municipality are recorded at cost.

(f) LONG TERM RECEIVABLES

Long term receivables are recorded at cost.

(g) DEFERRED REVENUE

The revenue is reported on the consolidated statement of operations in the year in which it is used for the specified purpose, and any unspent revenue is deferred to the following year.

(h) NON-FINANCIAL ASSETS

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over its estimated useful life as follows:

Land improvements	30 to 75 years
Buildings	20 to 50 years
Machinery and equipment	5 to 50 years
Vehicles	10 to 20 years
Roads	30 years
Bridges and culverts	50 years
Water and sewer systems	70 years

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value and are recognized as revenue at the date of receipt.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) NON-FINANCIAL ASSETS (continued)

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(i) REVENUE RECOGNITION

Revenues are recognized as follows:

- (i) Tax revenue is recognized as revenue when the amounts are levied on the municipality's ratepayers.
- (ii) Fines and donations are recognized when collected.
- (iii) Other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.
- (iv) Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur providing the transfers are authorized, eligibility criteria have been met and reasonable estimates of the amounts can be made.
- (v) Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

(j) POST-EMPLOYMENT BENEFITS

The contributions to the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer defined benefit plan, are expensed when contributions are due.

2. CASH

The Township of Wellington North has an undrawn credit facility of \$1,000,000 for operating purposes.

The municipality's deposits are held with a Canadian Chartered Bank. The Canadian Deposit Insurance Corporation insures deposits up to a maximum of \$100,000 per depositor.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

3. LONG TERM RECEIVABLES

	2018	2017
Sewer loans, 6%, various repayment amounts, due from 2021 to 2023	\$ 16,004	\$ 19,504
Tile drainage loans, 6%, various repayments, due from 2019 to 2022	<u>67,449</u>	<u>103,354</u>
	<u>\$ 83,453</u>	<u>\$ 122,858</u>

4. INVESTMENT IN WELLINGTON NORTH POWER INC.

Wellington North Power Inc. is a corporation incorporated under the laws of the Province of Ontario and provides municipal electrical services. The Corporation of the Township of Wellington North owns 96.71% of the outstanding shares of Wellington North Power Inc.

The following summarizes the financial position and operations of the government business enterprise which has been reported in these financial statements using the modified equity method:

	2018	2017
Investment in common shares	\$ 1,585,016	\$ 1,585,016
Note receivable on demand, interest at 4.54%	985,016	985,016
Share of accumulated net income	<u>2,511,387</u>	<u>2,240,804</u>
	<u>\$ 5,081,419</u>	<u>\$ 4,810,836</u>

During 2018, the Corporation of the Township of Wellington North received interest of \$44,720 (2017 - \$44,720) and dividends of \$46,462 (2017 - \$0) from Wellington North Power Inc.

The following is selected financial information from the December 31, 2018 audited financial statements of Wellington North Power Inc.

	2018	2017
Assets	<u>\$ 14,771,280</u>	<u>\$ 13,563,130</u>
Liabilities	\$ 9,770,030	\$ 8,669,374
Equity	4,391,215	4,056,478
Regulatory balances	<u>610,035</u>	<u>837,278</u>
	<u>\$ 14,771,280</u>	<u>\$ 13,563,130</u>
Revenues	\$ 14,866,370	\$ 15,964,067
Expenses	<u>14,483,734</u>	<u>15,644,738</u>
Net income for the year	<u>\$ 382,636</u>	<u>\$ 319,329</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2018

5. LONG TERM DEBT

The balance of long term liabilities on the Consolidated Statement of Financial Position is made up of the following:

	2018	2017
Tile drainage loans payable, 6%, due from 2019 to 2022	\$ 67,449	\$ 103,354
Debenture payable, 5.84%, payable \$128,114 semi-annually, principal and interest, due August 2024	1,281,243	1,454,993
Debenture payable, 3.85% increasing to 5%, principal repayments annually at increasing rate, due July 2018	0	949,000
Debenture payable, 1.65% increasing to 4.90%, principal repayments annually at increasing rate, due February 2019	944,000	1,082,000
Debenture payable, 1.60% increasing to 4.85%, principal repayments annually at increasing rate, due June 2020	<u>1,364,000</u>	<u>1,526,000</u>
	<u>\$ 3,656,692</u>	<u>\$ 5,115,347</u>

Principal repayments, in aggregate, are due as follows:

2019	\$ 1,328,919
2020	1,403,712
2021	220,342
2022	226,710
2023	231,698
Thereafter	<u>245,311</u>
	<u>\$ 3,656,692</u>

6. DEFERRED REVENUE

	DEC 31/17	CONTRI- BUTIONS RECEIVED	INVEST- MENT INCOME	REVENUE RECOGNIZED	DEC 31/18
OBLIGATORY RESERVE FUNDS					
Development charges	\$ 3,241,948	\$ 723,238	\$ 58,134	\$ (694,251)	\$ 3,329,069
Recreational land	187,024	7,000	3,233	(28,359)	168,898
Main St. revitalization	0	48,185	873	0	49,058
Gas tax	<u>808,541</u>	<u>365,553</u>	<u>12,184</u>	<u>(737,388)</u>	<u>448,890</u>
	4,237,513	1,143,976	74,424	(1,459,998)	3,995,915
OTHER	<u>94,667</u>	<u>92,097</u>	<u>0</u>	<u>(94,864)</u>	<u>91,900</u>
	<u>\$ 4,332,180</u>	<u>\$ 1,236,073</u>	<u>\$ 74,424</u>	<u>\$(1,554,862)</u>	<u>\$ 4,087,815</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

7. OTHER INCOME

	2018 Budget	2018 Actual	2017 Actual
Penalties and interest on taxation	\$ 205,000	\$ 168,893	\$ 193,223
Miscellaneous	54,400	99,717	68,131
Other fines and penalties	1,800	650	641
Investment income (note 4)	182,500	520,418	320,930
Rents, concessions and franchises	1,338,616	608,119	556,013
Donations	185,000	33,040	185,054
Gain (loss) on disposal of tangible capital assets	49,100	(30,012)	(61,201)
Developer contributions	0	38,393	0
Government business enterprise (note 4)	<u>0</u>	<u>317,045</u>	<u>301,087</u>
	<u>\$ 2,016,416</u>	<u>\$ 1,756,263</u>	<u>\$ 1,563,878</u>

8. PENSION AGREEMENTS

The municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 44 (2017 - 41) members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement entitlement to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The employer amount contributed to OMERS for 2018 by the municipality was \$229,530 (2017 - \$207,123). The contribution rate for 2018 was 9.0% to 14.6%, depending on age and income level, which is consistent with the previous year. OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2018. At that time, the plan reported a \$4.2 billion actuarial deficit (2017 - \$5.4 billion actuarial deficit), based on accrued pension obligations of \$99.1 billion (2017 - \$93.6 billion) and net assets available for benefits of \$97.4 billion (2017 - \$95.2 billion).

9. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF WELLINGTON

During the year, the following taxation revenue was raised and remitted to the school boards and County of Wellington:

	2018	2017
School Boards	\$ 3,591,108	\$ 3,575,656
County of Wellington	<u>9,222,183</u>	<u>8,864,350</u>
	<u>\$ 12,813,291</u>	<u>\$ 12,440,006</u>

10. TRUST FUNDS

The trust funds administered by the municipality amounting to \$344,478 (2017 - \$335,896) have not been included in the statement of financial position, nor have the operations been included in the statement of operations.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

11. SEGMENTED INFORMATION

The Corporation of the Township of Wellington North is a diversified municipal government institution that provides a wide range of services to its residents such as fire, sewer, water, recreational and planning. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This segment relates to the governance and operations of the municipality itself and cannot be directly attributed to another specific segment.

Protection to Persons and Property

Protection is comprised of fire protection, conservation authority, emergency measures, animal control and building and structural inspection. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers. The building department provides a number of services including maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

Transportation Services

Transportation services is responsible for construction and maintenance of the municipality's roadways, bridges, parking areas and streetlights.

Environmental Services

This segment provides the municipality's drinking water, processes and cleans sewage and ensures the municipality's water systems meet all provincial standards.

Health Services

Health services includes contributions to the operations of local cemeteries.

Recreation and Cultural Services

This segment provides services meant to improve the health and development of the municipality's residents. The municipality operates and maintains parks, arenas, a swimming pool and community centres. The municipality also provides recreational programs.

Planning and Development

This segment is responsible for planning and zoning, including the official plan. This service area also includes tourist information and promotion, economic development, business improvement area and drainage.

12. COMPARATIVE FIGURES

Certain figures presented for comparative purposes have been reclassified to conform to the current year's presentation.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
SCHEDULE OF SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2018

Schedule 1

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation and Cultural Services	Planning and Development	2018	2017
EXPENSES									
Salaries and benefits	\$ 1,049,333	\$ 646,695	\$ 1,334,445	\$ 511,119	\$ 23,997	\$ 713,774	\$ 94,736	\$ 4,374,099	\$ 4,171,126
Materials	325,580	610,670	2,757,540	1,074,751	24,940	746,009	244,620	5,784,110	4,912,633
Contracted services	0	0	0	438,387	0	0	14,366	452,753	464,270
Rents and financial expenses	83,600	0	0	0	0	0	0	83,600	69,821
Interest on long term debt	0	0	14,350	131,157	0	72,454	0	217,961	323,524
Amortization	67,777	150,335	3,253,924	1,116,049	3,023	402,586	0	4,993,694	5,128,426
Other	<u>1,633</u>	<u>150,572</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>152,205</u>	<u>150,812</u>
	<u>\$ 1,527,923</u>	<u>\$ 1,558,272</u>	<u>\$ 7,360,259</u>	<u>\$ 3,271,463</u>	<u>\$ 51,960</u>	<u>\$ 1,934,823</u>	<u>\$ 353,722</u>	<u>\$16,058,422</u>	<u>\$15,220,612</u>

See notes to the consolidated financial statements

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2018

Schedule 2

	Land and Land Improvements	Buildings	Machinery and Equipment	Vehicles	Roads	Bridges and Culverts	Water and Sewer Systems	2018	2017
COST									
Balance, beginning of year	\$ 5,161,115	\$ 18,994,188	\$ 32,752,816	\$ 7,395,189	\$ 133,323,752	\$ 7,050,465	\$ 30,943,456	\$ 235,620,981	\$ 230,772,242
Additions during the year	256,655	97,980	165,516	1,479,208	2,688,625	446,200	1,440,090	6,574,274	5,385,625
Disposals during the year	<u>(106,127)</u>	<u>(35,530)</u>	<u>0</u>	<u>(542,381)</u>	<u>0</u>	<u>0</u>	<u>(381,423)</u>	<u>(1,065,461)</u>	<u>(536,886)</u>
Balance, end of year	<u>5,311,643</u>	<u>19,056,638</u>	<u>32,918,332</u>	<u>8,332,016</u>	<u>136,012,377</u>	<u>7,496,665</u>	<u>32,002,123</u>	<u>241,129,794</u>	<u>235,620,981</u>
ACCUMULATED AMORTIZATION									
Balance, beginning of year	545,454	6,709,380	11,535,720	4,072,958	91,171,480	2,883,113	9,420,396	126,338,501	121,656,799
Amortization for the year	20,886	423,100	402,793	388,910	2,854,013	96,233	807,759	4,993,694	5,128,426
Accumulated amortization on disposals	<u>0</u>	<u>(35,530)</u>	<u>0</u>	<u>(542,383)</u>	<u>0</u>	<u>0</u>	<u>(173,208)</u>	<u>(751,121)</u>	<u>(446,724)</u>
Balance, end of year	<u>566,340</u>	<u>7,096,950</u>	<u>11,938,513</u>	<u>3,919,485</u>	<u>94,025,493</u>	<u>2,979,346</u>	<u>10,054,947</u>	<u>130,581,074</u>	<u>126,338,501</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS									
	<u>\$ 4,745,303</u>	<u>\$ 11,959,688</u>	<u>\$ 20,979,819</u>	<u>\$ 4,412,531</u>	<u>\$ 41,986,884</u>	<u>\$ 4,517,319</u>	<u>\$ 21,947,176</u>	<u>\$ 110,548,720</u>	<u>\$ 109,282,480</u>

The net book value of tangible capital assets not being amortized because they are under construction (or development or have been removed from service) is \$929,559 (2017 - \$2,586,908).

No contributed capital assets were recognized in the financial statements during the year.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

SCHEDULE OF ACCUMULATED SURPLUS

Schedule 3

AS AT DECEMBER 31, 2018

	2018	2017 (note 12)
SURPLUSES		
Invested in tangible capital assets		
Tangible capital assets at cost less amortization	\$110,548,720	\$109,282,480
Unexpended capital financing	876,824	1,064,893
Capital assets financed by long term debt and to be funded in future periods	<u>(3,589,243)</u>	<u>(5,011,993)</u>
	107,836,301	105,335,380
General surplus	0	2,524,118
Investment in Wellington North Power Inc.	5,081,419	4,810,836
Recreation, community centres and arenas	7,495	6,903
Business improvement areas	<u>37,033</u>	<u>18,776</u>
	<u>112,962,248</u>	<u>112,696,013</u>
RESERVE FUNDS		
Capital purposes	<u>18,347,090</u>	<u>15,664,621</u>
RESERVES		
Working funds	1,594,780	794,011
Current purposes	285,926	125,930
Capital purposes	<u>106,640</u>	<u>5,675</u>
	<u>1,987,346</u>	<u>925,616</u>
	<u>\$133,296,684</u>	<u>\$129,286,250</u>

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Wellington North

Opinion

We have audited the accompanying financial statements of The Corporation of the Township of Wellington North trust funds, which comprise the statement of financial position as at December 31, 2018 and the statement of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Wellington North trust funds as at December 31, 2018 and the results of their operations for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the The Corporation of the Township of Wellington North in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the trust funds' ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the trust funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the trust funds' financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located at RLB LLP's website at: www.rlb.ca/additional-auditor-responsibilities. This description forms part of our auditor's report.

Guelph, Ontario
June 24, 2019

Chartered Professional Accountants
Licensed Public Accountants

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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH - TRUST FUNDS
 STATEMENTS OF FINANCIAL POSITION AND CONTINUITY
 AS AT DECEMBER 31, 2018

	Subdividers	Cemetery Care and Maintenance	History Books
STATEMENT OF FINANCIAL POSITION			
Assets			
Cash	\$ 2,446	\$ 284,732	\$ 8,166
Investments (note 2)	0	68,140	0
Due from Township	<u>0</u>	<u>805</u>	<u>0</u>
	<u>\$ 2,446</u>	<u>\$ 353,677</u>	<u>\$ 8,166</u>
Liabilities			
Due to Township	\$ 0	\$ 9,461	\$ 0
Deferred revenue (prepaid plots)	<u>0</u>	<u>10,350</u>	<u>0</u>
	0	19,811	0
Fund balance	<u>2,446</u>	<u>333,866</u>	<u>8,166</u>
	<u>\$ 2,446</u>	<u>\$ 353,677</u>	<u>\$ 8,166</u>
STATEMENT OF CONTINUITY			
Fund balance, beginning of year	<u>\$ 2,406</u>	<u>\$ 325,456</u>	<u>\$ 8,034</u>
Receipts			
Interest earned	40	0	132
Share of plot sales	0	7,310	0
Monument fees	<u>0</u>	<u>1,100</u>	<u>0</u>
	40	8,410	132
Fund balance, end of year	<u>\$ 2,446</u>	<u>\$ 333,866</u>	<u>\$ 8,166</u>

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH - TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the trust funds of The Corporation of the Township of North Wellington are the representation of management prepared in accordance with accounting policies prescribed for Ontario municipalities by the Ministry of Municipal Affairs and Housing and Canadian public sector accounting standards. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

(a) **BASIS OF ACCOUNTING**

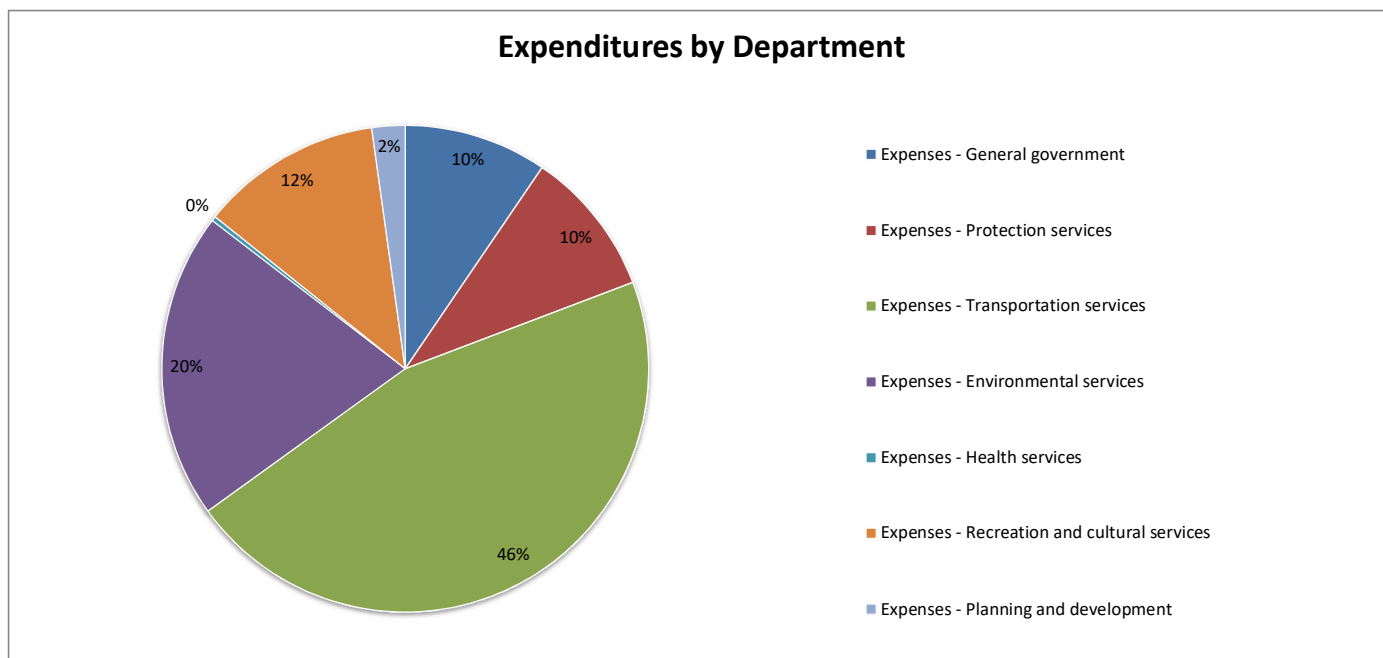
- (i) Sources of financing and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

2. INVESTMENTS

Total investments of \$68,140 (2017 - \$67,037) reported on the statement of financial position at cost have a market value of \$66,550 (2017 - \$65,555).

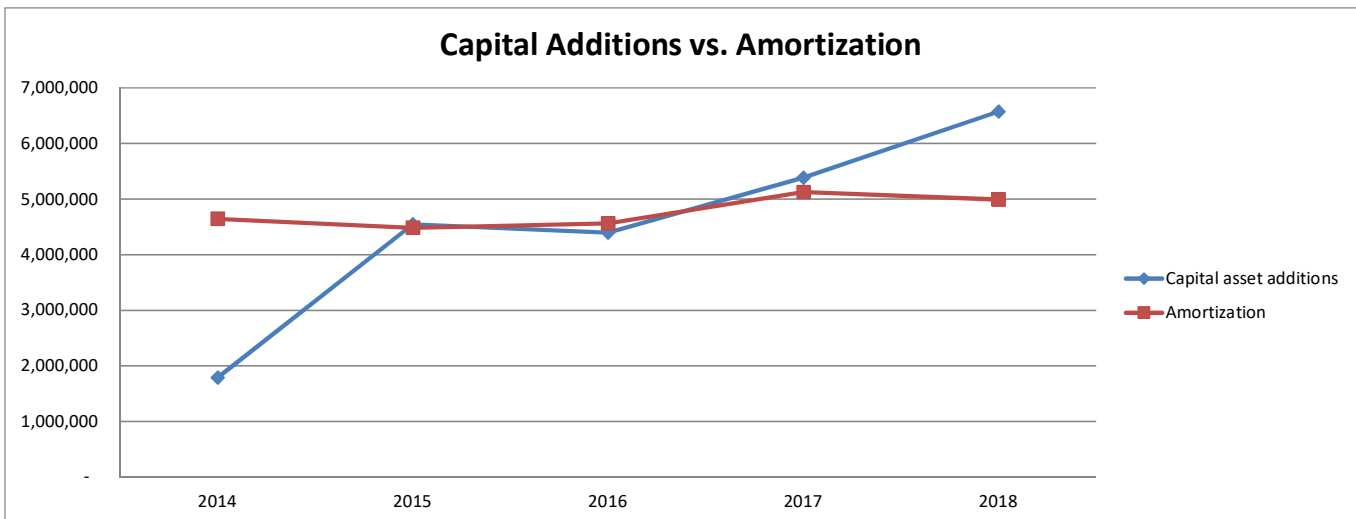
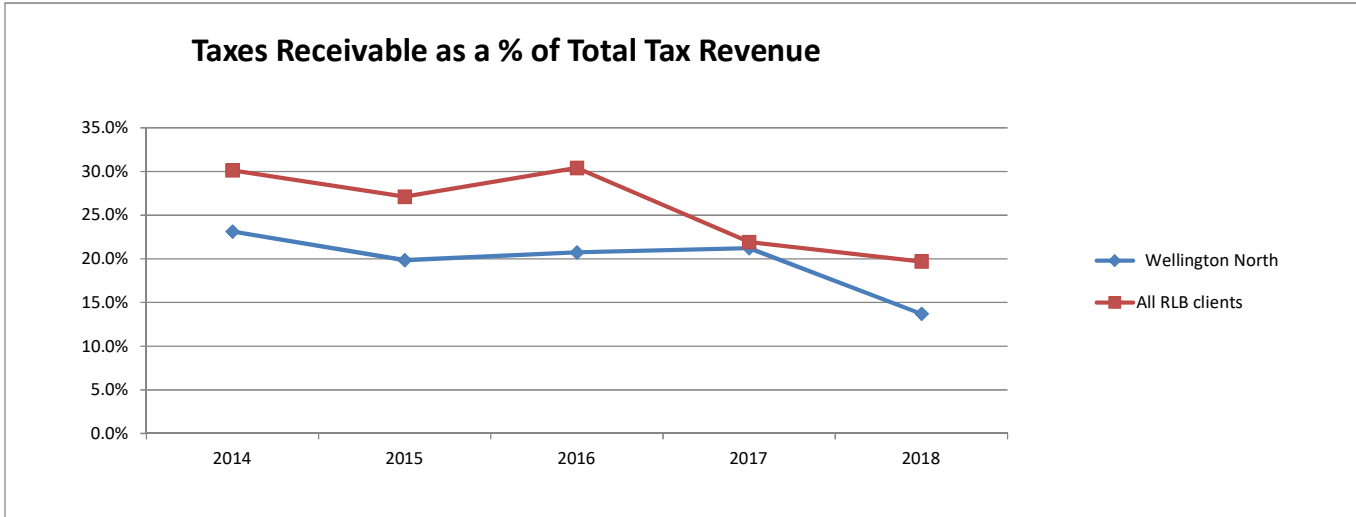
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Township of Wellington North
Summary of Key Operating Measures
December 31, 2018

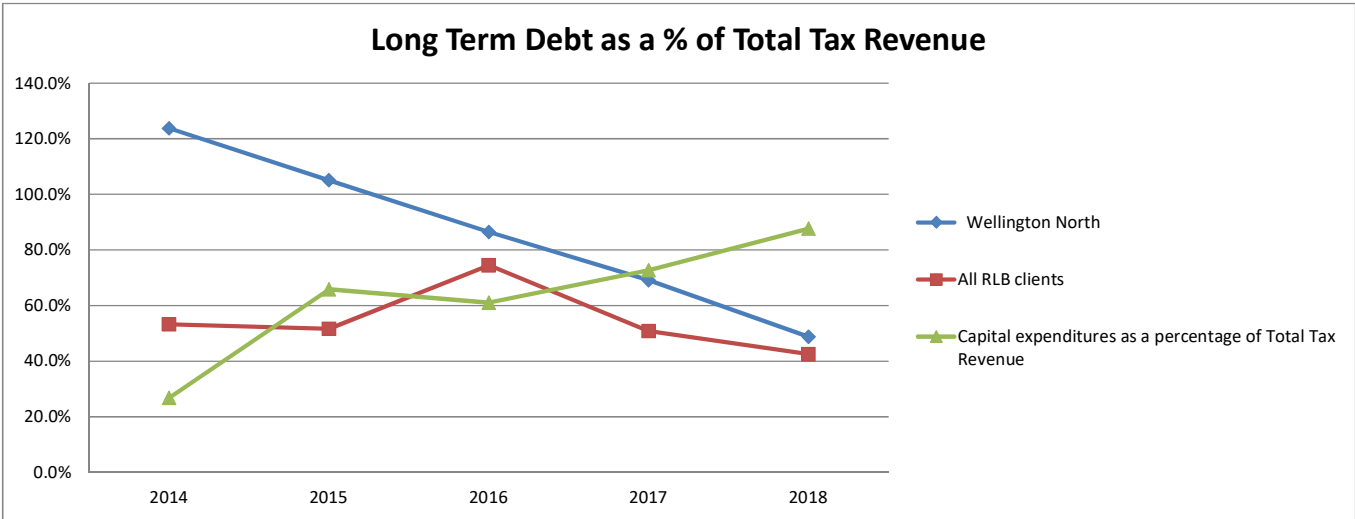
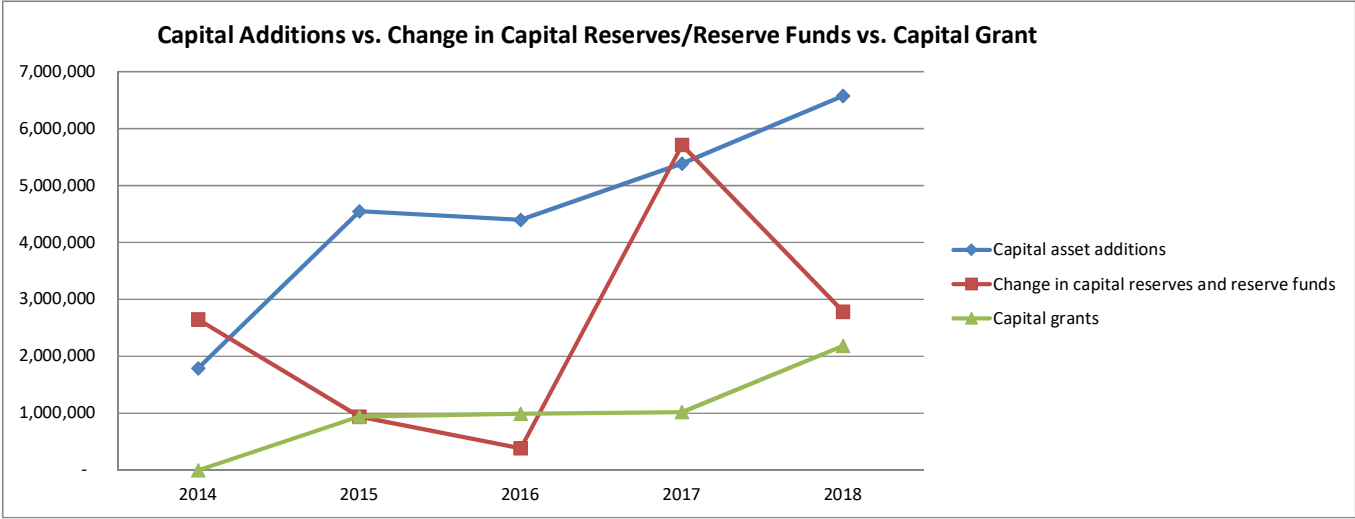


	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Expenses - General government	9.2%	9.7%	9.0%	11.2%	9.5%
Expenses - Protection services	8.8%	8.4%	8.8%	9.0%	9.7%
Expenses - Transportation services	40.4%	40.9%	41.0%	41.1%	45.8%
Expenses - Environmental services	25.3%	24.4%	24.9%	22.0%	20.4%
Expenses - Health services	0.2%	0.3%	0.3%	0.3%	0.3%
Expenses - Recreation and cultural services	13.6%	13.9%	13.8%	14.5%	12.0%
Expenses - Planning and development	2.4%	2.5%	2.2%	1.9%	2.2%

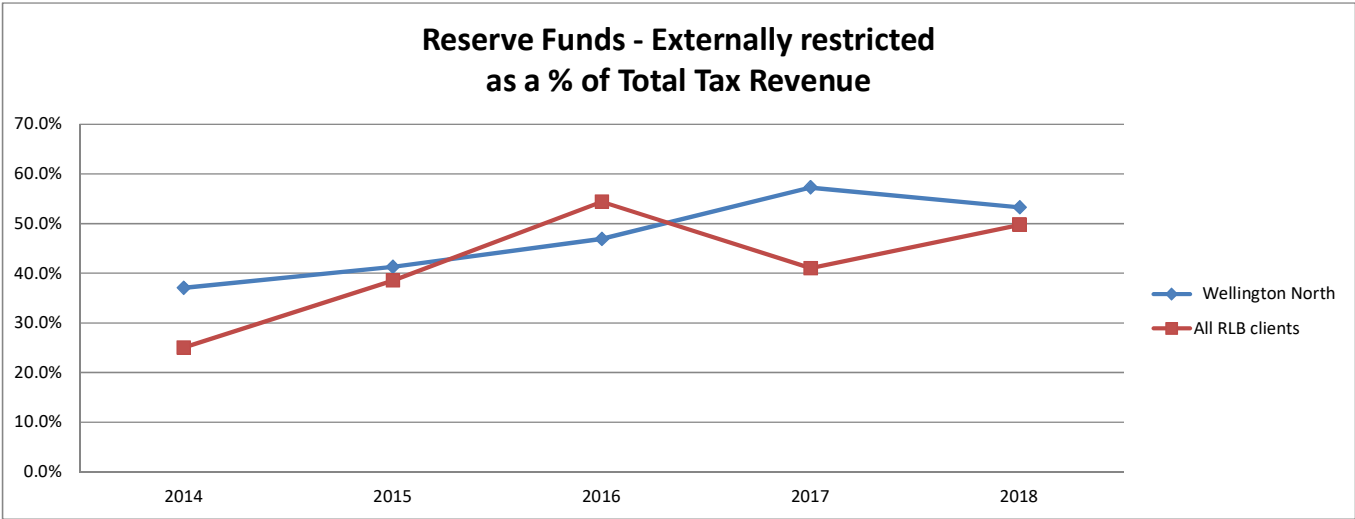
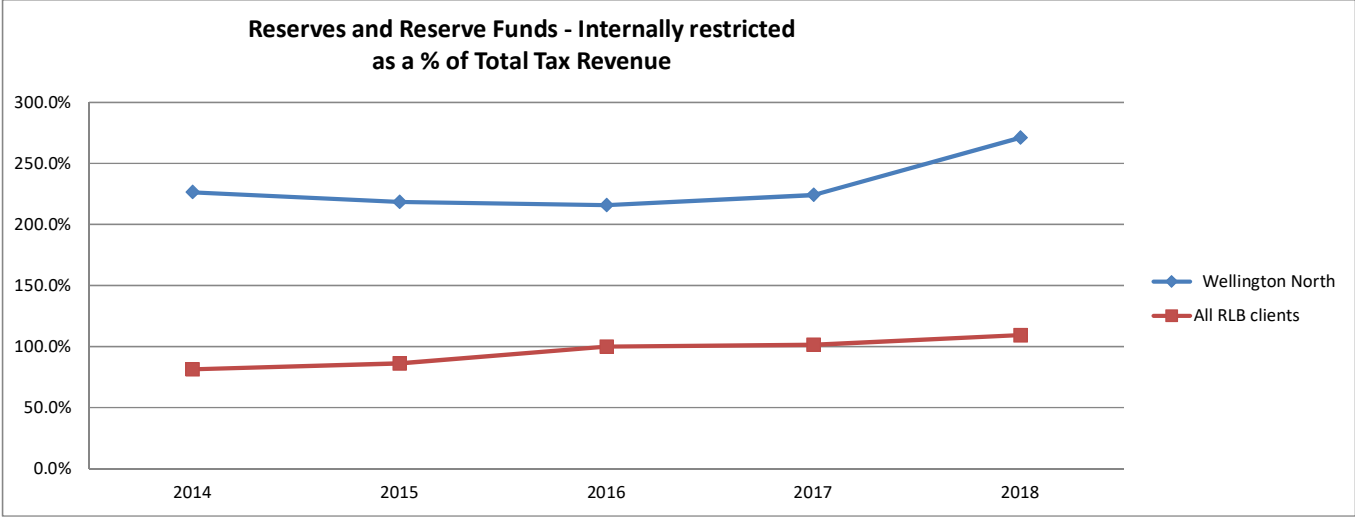
**Township of Wellington North
Summary of Key Operating Measures
December 31, 2018**



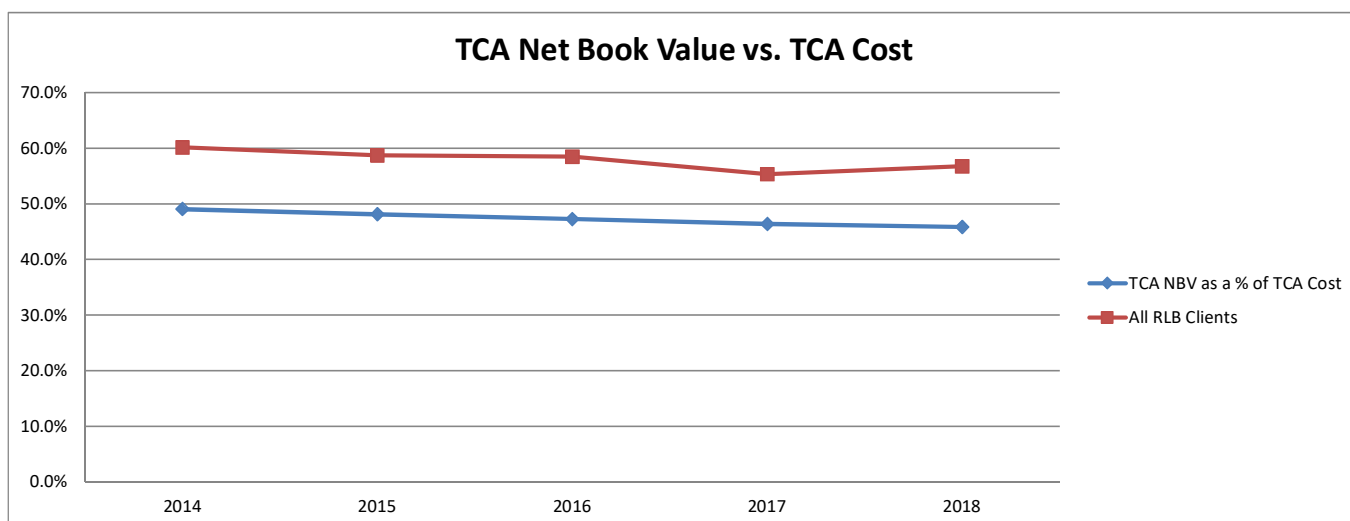
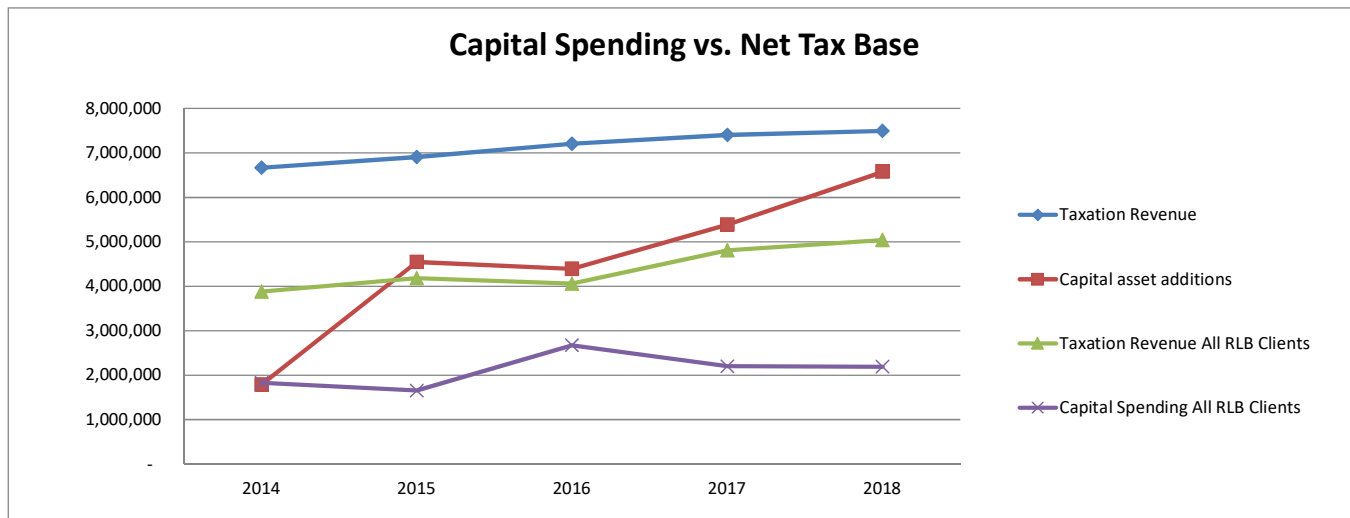
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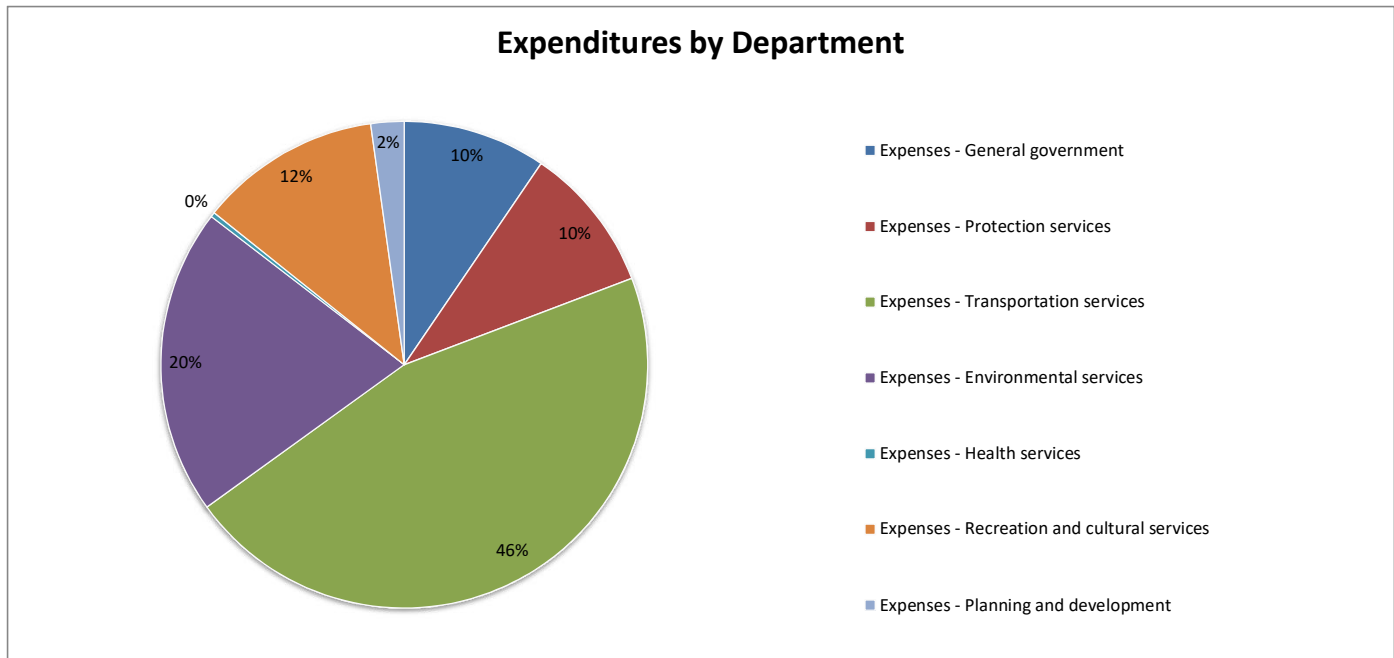
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Summary of Key Operating Measures
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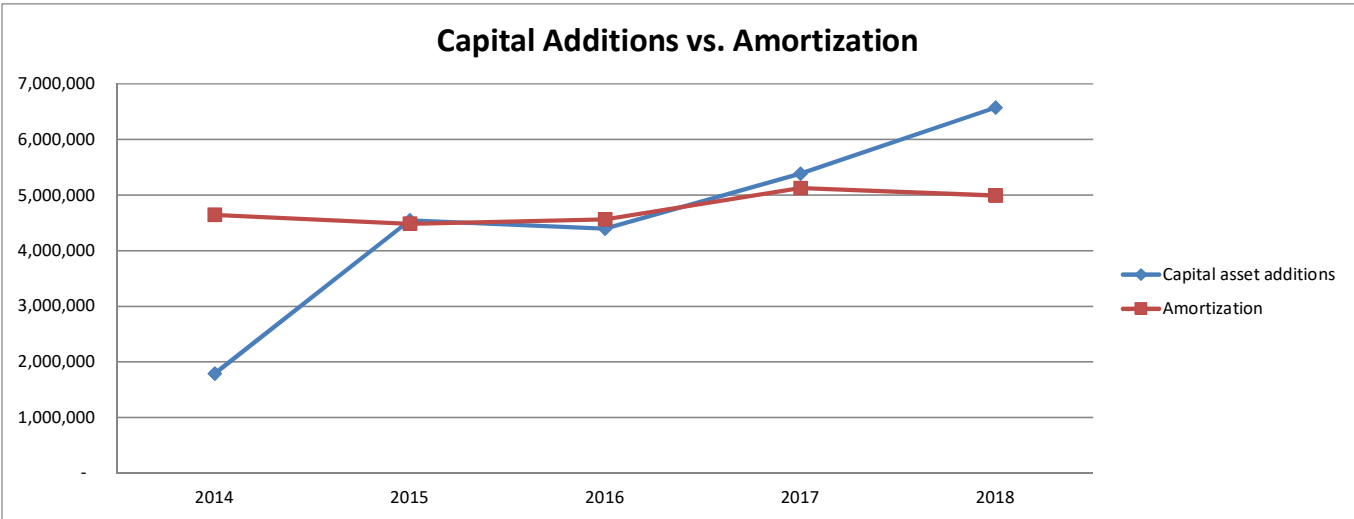
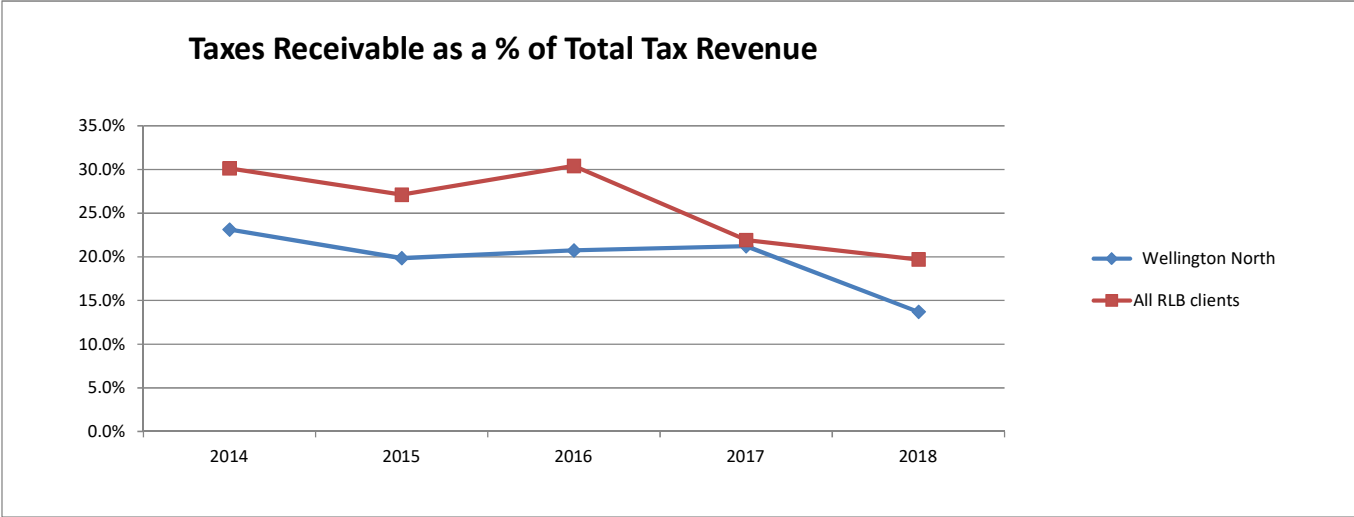


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December 31, 2018**

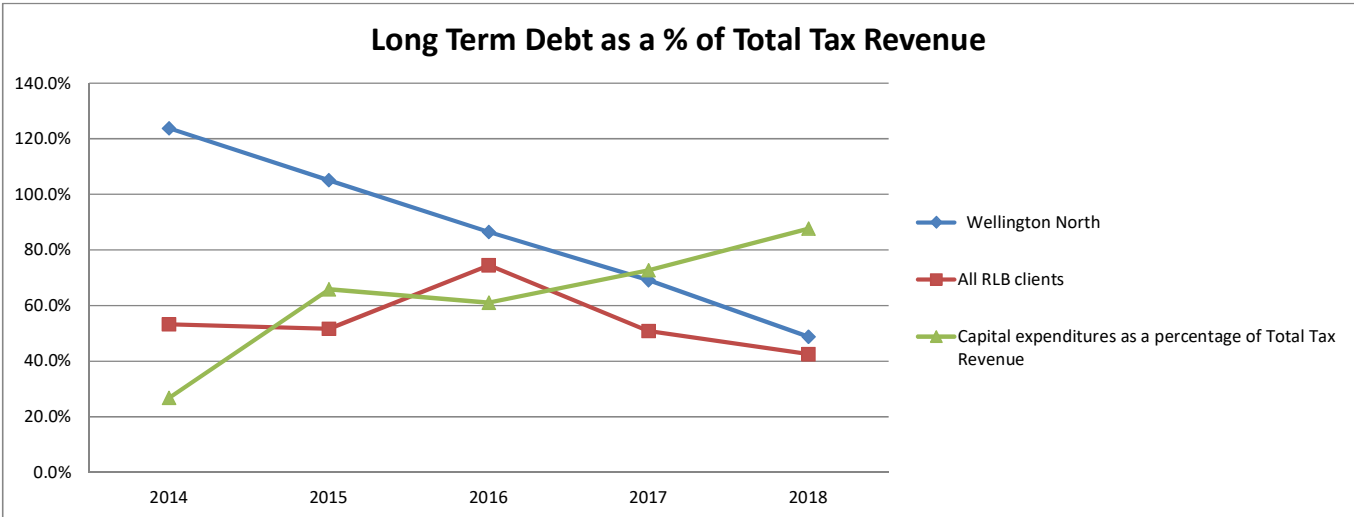
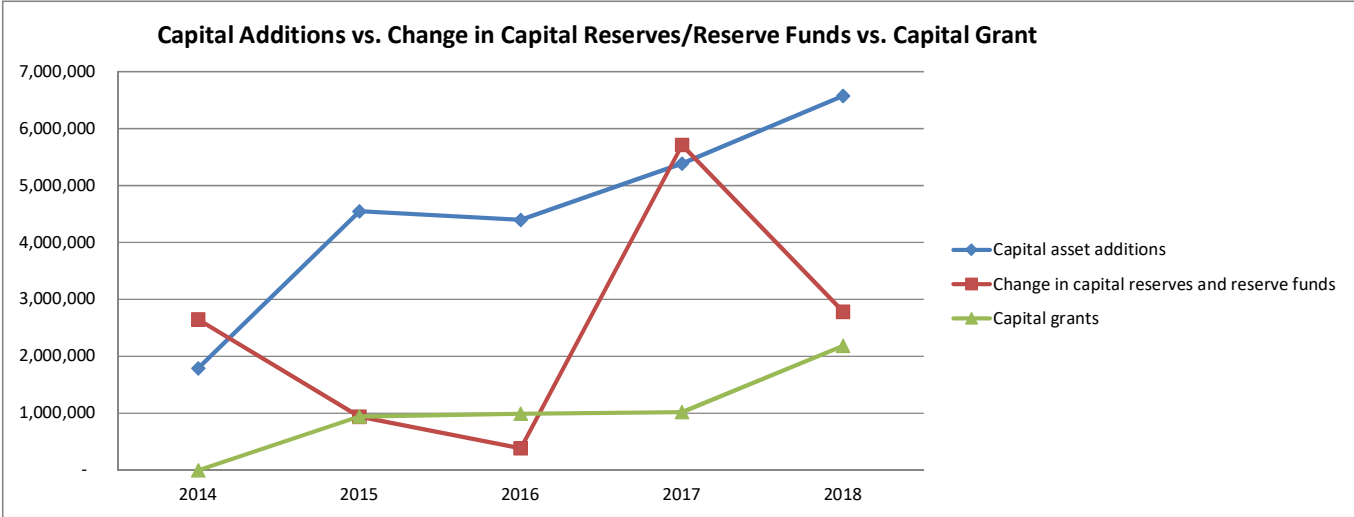


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Expenses - Planning and development	2.4%	2.5%	2.2%	1.9%	2.2%

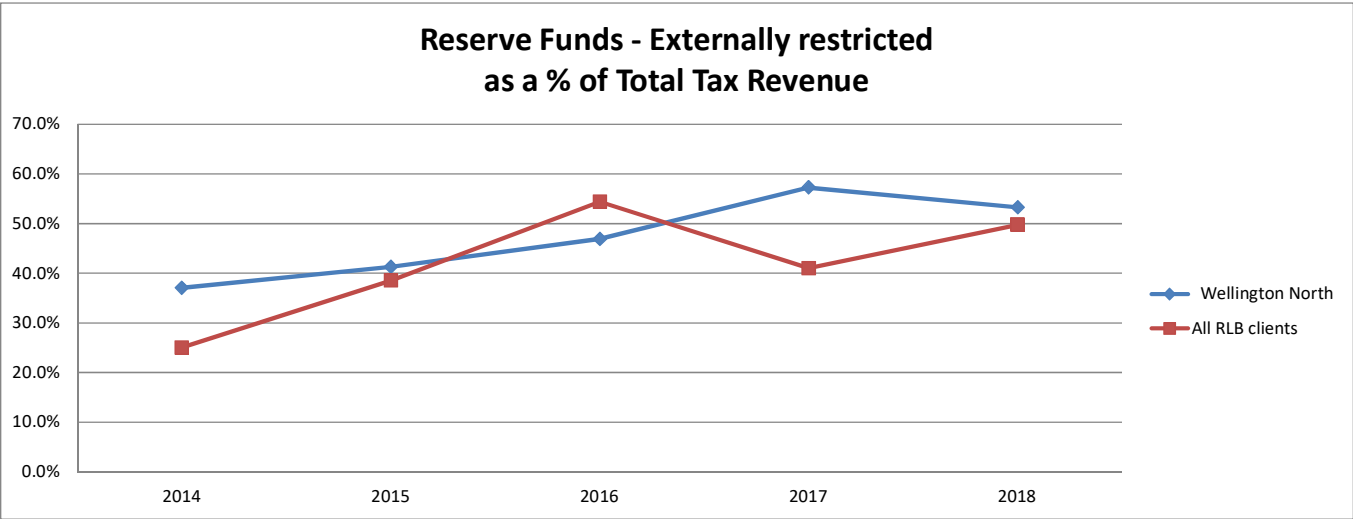
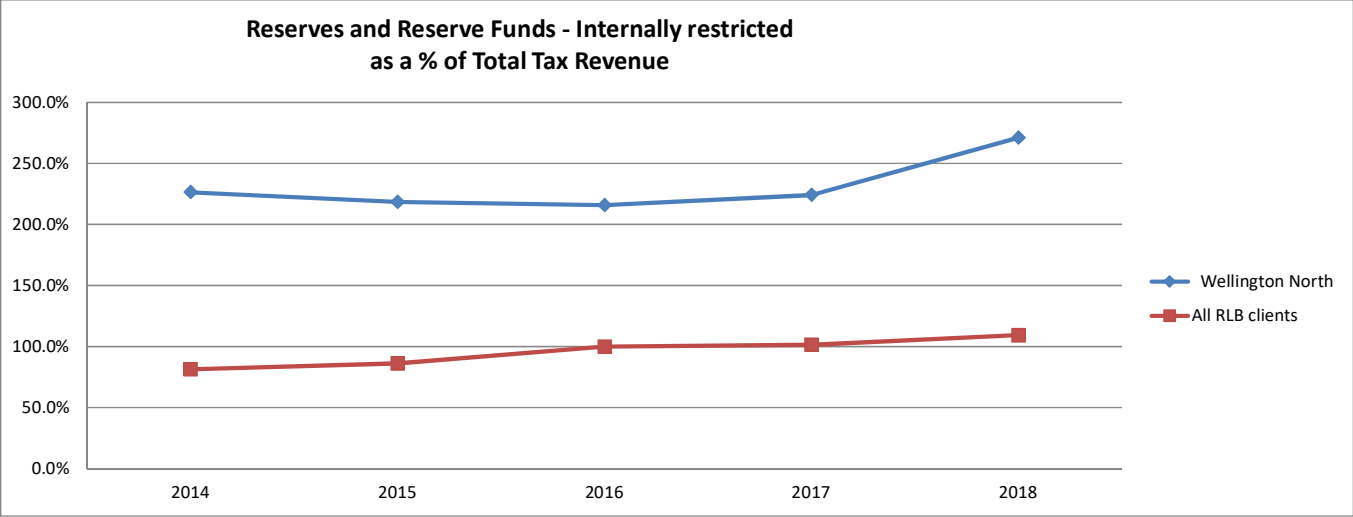
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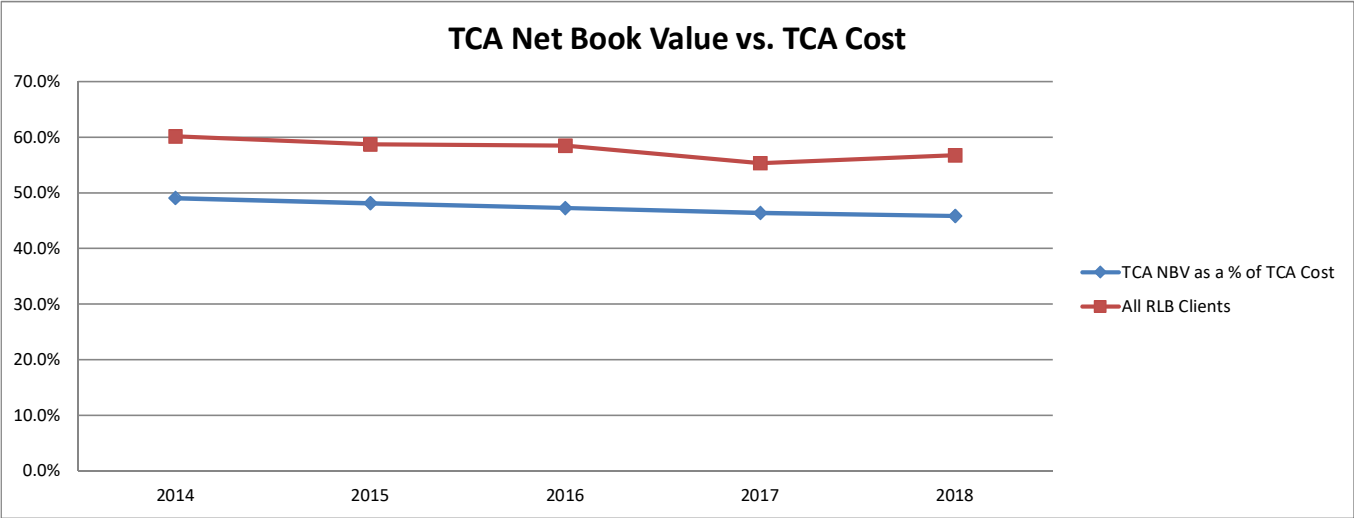
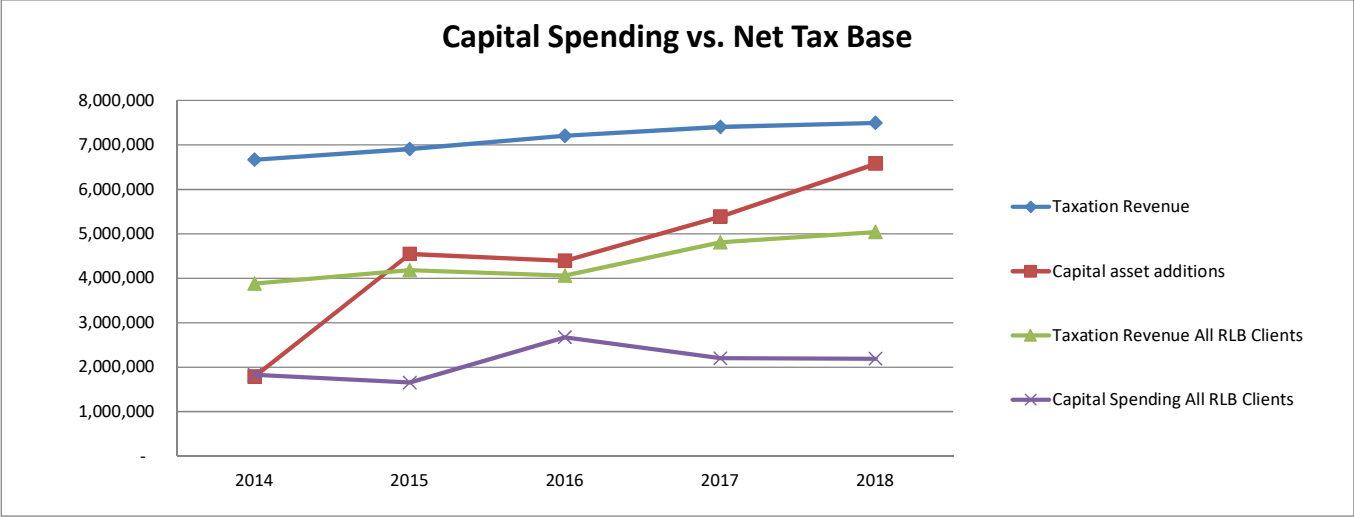
**Township of Wellington North
Summary of Key Operating Measures
December 31, 2018**



Township of Wellington North
Summary of Key Operating Measures
December 31, 2018



Township of Wellington North
Summary of Key Operating Measures
December 31, 2018



**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 24TH DAY OF JUNE 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 24th day of June 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
PUBLIC MEETING MINUTES
MAY 27, 2019 @ 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

Members Present:

**Mayor: Andrew Lennox
Councillors: Sherry Burke
Lisa Hern
Steve McCabe
Dan Yake**

Staff Present:

**Chief Administrative Officer: Michael Givens
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Chief Building Official: Darren Jones
Director of Finance: Adam McNabb
Human Resources Manager: Chanda Riggi
Economic Development Officer: Dale Small
Fire Chief: David Guilbault
Senior By-law Enforcement Officer: Shawn Kitto
Senior Planner: Michelle Innocente**

CALLING TO ORDER - Mayor Lennox

DISCLOSURE OF PECUNIARY INTEREST

OWNERS/APPLICANT

Sharon Farms & Enterprises

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is legally described as Plan of survey of all of Park Lot 7 and Part of Park Lot 6, South of Princess Street, and is municipally known as 730 Princess Street, Mount Forest. The property is approximately 15.2 ha (37.56 acres) in size.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose of the amendment is to remove the holding symbol from the subject lands to allow for development of townhouse blocks and a long-term care facility. The Holding Symbol has been applied to the property in order to provide Council with an opportunity to ensure that sufficient municipal water and sewer capacity is available for the use, and a satisfactory storm water management plan has been completed, in consultation with the Saugeen Valley Conservation Authority. Once the Holding symbol has been removed, the regulations of Exception Zone IN-37, and all other applicable regulations of the Township of Wellington North Zoning By-law 66-01, shall apply to the subject land.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on May 16th, 2019.

PRESENTATIONS

Michelle Innocente, Senior Planner, County of Wellington, Township of Wellington North
• Planning Report dated May 21st, 2019 prepared by Jessica Rahim

A draft by-law to remove the holding symbol from the subject lands has been proposed. The purpose of the amendment is to remove the holding symbol (H) on a portion of the subject

lands to allow for townhouse blocks and a long-term care facility. The Holding Symbol has been applied to a portion of the property in order to provide Council with an opportunity to ensure that sufficient municipal water and sewer capacity is available for the use, and a satisfactory stormwater management plan has been completed, in consultation with the Saugeen Valley Conservation Authority. Once the Holding symbol has been removed, the regulations of the Institutional Exception (IN-37) zone, and all other applicable regulations of the Township of Wellington North Zoning By-law 66-01, shall apply to the subject land.

CORRESPONSENCE FOR COUNCIL'S REVIEW

Michael Oberle, Environmental Planning Technician, Saugeen Conservation

- Proposed zoning by-law amendment is acceptable

REQUEST FOR NOTICE OF DECISION

The by-law will be considered at the regular council meeting following the public meeting. Persons wishing notice of the passing of the by-law must submit a written request.

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

Andrew Eisner, 166 Melissa Cres., requested that the holding provision be kept on the property until water drainage issues have been resolved. His property has been flooded with storm water from the subject property since they started working on the property. Every time it rains he has to clean up sediment and mess. He cannot plan repairs on his property without a timeline of when the storm water issues will be addressed. He requested that the municipality enforce the by-law to stop the issue.

Peter Smit, 162 Melissa Cres., commented that he is experiencing the same issues. His foundation is being damaged by the flooding from the subject property. Mr. Smit requested Council's help to have the storm water issues resolved.

COMMENTS/QUESTIONS FROM COUNCIL

Council was not supportive of enacting the by-law to remove the Holding symbol until the stormwater issues are resolved and asked if a timeline could be set.

Darren Jones, CBO, explained that this is a mandatory public meeting. The by-law can be deferred at the regular Council meeting.

Michael Givens, CAO, suggested that the CBO meet with the developers and then let the neighbouring property owners know the date the issue will be resolved.

OWNERS/APPLICANT

2574574 ONTARIO INC. (Brad Wilson)

LOCATION OF THE SUBJECT LAND

The subject property is approximately 2.31 hectares in size and located within the Mount Forest Urban Centre and is legally described as Part of Park Lot 4, South of Durham Street and East of Main Street Plan of Mount Forest, Formerly the Town of Mount Forest, Township of Wellington North.

PURPOSE AND EFFECT OF THE APPLICATION

The application for a Draft Plan of Subdivision will result in the creation of 3 semi-detached lots, 13 single detached lots, 10 street townhouses and a three storey (12 unit) apartment building. The proposed Zoning By-law amendment is to rezone the lands from Future Development to Residential to facilitate the proposed Draft Plan of Subdivision (23T-18004).

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on May 3rd, 2019.

PRESENTATIONS

Michelle Innocente, Senior Planner, County of Wellington, Township of Wellington North

- Planning Report dated May 17th, 2019

Location

The land subject to the proposed draft plan of subdivision is situated in the Urban Centre of Mount Forest (Wellington North). The property is located on London Road North. The size of the subject property is 2.31 hectares (5.7 acres).

Proposal

The application for a Draft Plan of Subdivision will result in the creation of a mixed density residential development on lands that are currently vacant. Specifically, the overall proposal will create 13 single detached residential lots, 3 semi-detached residential lots, 10 street townhouse and a three storey (12 unit) apartment building. Also included in the proposal is a 0.115 hectare park block as well as a 0.253 hectare stormwater management block. The proposed Zoning By-law amendment will rezone the lands from Future Development to Residential to facilitate the proposed subdivision. The details of the proposed Draft Plan of Subdivision (23T-18004) are as follows:

Table 1: Land Use Schedule

Land Use	Lots/Blocks	Units	Area (Ha.)
Single Family Detached	Lots 4-16	13	0.721
Semi-Detached Dwellings	Lots 1-3	6	0.285
Street Townhouses	Block 17	10	0.311
Apartment	Block 18	12	0.212
Park Area	Block 19		0.115
Storm Water Management	Block 20		0.253
Reserve	Block 21		0.005
Roads (Street A)			0.408
TOTAL UNITS/AREA		41	2.310

Provincial Policy Statement (PPS)

The subject property is located within the settlement area of Mount Forest. Section 1.1.3.1 of the Provincial Policy Statement states that “settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

A Place to Grow

The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019.

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields.

Under section 2.2.7 of the Growth Plan, new development taking place in designated greenfield areas will be planned, designated, zoned and designed in a manner that supports the achievement of complete communities.

Wellington County Official Plan Policy Framework

The lands subject to the amendment are designated RESIDENTIAL in the Urban Centre of Mount Forest. The property is located outside of the defined “built boundary” and therefore is considered a Greenfield area.

Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to encourage more efficient use of land through increased densities in designated Greenfield areas of urban centres.

Section 3.3.1 identifies targets and states “the designated greenfield area of the County will be planned to achieve an overall minimum density of not less than 40 residents and jobs per hectare”. This application is located within a greenfield area of Mount Forest and will contribute to and support this target.

Section 3.5 of the Plan allocates growth to the local municipalities. Wellington North is anticipated to grow from 12,490 persons in 2016 up to 17,085 persons in 2036. An additional 1695 households are predicted.

Section 4.4.3 of the Official Plan encourages intensification in urban centres and further states in subsection a) that the plan supports increased densities in newly developing greenfield areas with a broad mix of housing types.

Section 4.4 of the Plan outlines Housing policies. The main applicable policy, Section 4.4.4, deals with Greenfield Housing, and requires a gross density of 16 residential units per gross hectare (6.5 units per gross acre). The development as proposed has 17.75 units per gross hectare (7.2 units per gross acre).

Section 4.4.5, Affordable Housing, requires a minimum of 25% of new housing units in the County to be affordable. This is to be accomplished mainly through accessory apartments, semi-detached, duplex, townhouse and apartment units. This proposal will exceed this target as 68% of the housing unit types fall into this category.

Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, and e) to ensure that an adequate level of municipal services will be available to all residential areas”.

The policies of Section 8.3.11 of the Official Plan encourage development of “vacant or under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks”.

Wellington North Community Growth Plan

The following relevant Growth Management Goals have been identified:

- To direct and focus development to the urban areas of Arthur and Mount Forest as the primary centres and complete communities with a mix of land uses, housing, jobs and services.
- To plan and promote orderly, compact development within the urban areas, based on phasing to align with planning for infrastructure, transportation, facilities and services.
- Intensification Goals – To encourage intensification generally to achieve the desired urban structure.

Wellington North Zoning By-law 66-01

The subject lands are currently zoned Future Development (FD). An application to amend the Zoning By-law to implement the proposed Draft Plan of Subdivision has been submitted to the Township. The amendment would permit the development of 13 single detached lots, 3 semi-detached lots, 10 street townhouses and a three storey (12 unit) apartment building. The proposed zoning is as follows:

Lot/Block	Proposed Land Use	Proposed Zone
Lots 1-3	Semi-detached dwellings	R2
Lots 4-16	Single detached dwellings	R2
Block 17	Street Townhouses	R3
Block 18	Apartments	R3
Block 19	Park	OS
Block 20	Stormwater Management	OS

Technical Study Review

The following technical reports have been prepared in support of the application:

- Functional Servicing Report and Storm Water Management Report (November 2018, Revised March 2019) Cobide Engineering.
- Geotechnical Investigation (July 27, 2018) CMT Engineering Inc.
- Planning Report (November 28, 2018) Astrid J. Clos Planning Consultants.

Agency Review

To date we have received the following comments from circulated agencies:

Agency	Position	Comments
Bell Canada	No objection Subject to Conditions	In comments of May 6, 2019, Bell Canada indicated that conditions of draft approval include that the owner grant any easements that may be required for communication/telecommunication infrastructure.
Upper Grand District School Board (UGDSB)	No objection Subject to Conditions	In comments of March 22, 2019 the UGDSB indicated that development charges are applicable, and that adequate sidewalks, lighting and snow removal is provided.
Wellington Source Water Protection	No concerns	

Comments from the Township's consulting engineer and conservation authority had not been received at time of the writing of these comments. We understand the plans are currently under review. Issues may arise in these reviews that need to be addressed.

Preliminary Planning Comments

Density/Development Concept

The proposed residential development is anticipated and encouraged by Provincial and County planning policy. The subject property is located outside of the built boundary of Mount Forest and is considered a greenfield area. This large, vacant parcel of land abuts existing residential lands and is located within an established residential area. Section 4.4 of the Official Plan outlines housing policies. The main applicable policy, Section 4.4.4, deals with Greenfield Housing, and requires a gross density of 6.5 residential units per acre. The development as proposed exceeds this density requirement. The proposed semi-detached dwellings, townhouses and apartment units will also exceed the 25% affordable housing target.

Parkland Dedication

A park block has been proposed as part of the residential development with frontage along Street A. The proposed park is 0.115 ha and represents 5% of the area of the development. The Township has not advised if the preference is to acquire land for a park within the proposed draft plan of subdivision or for cash-in-lieu of parkland dedication.

Storm Water Management

We have not been provided with comments from the Township Consulting Engineer on the Functional Servicing Report. We understand the plans are currently under review.

Availability of Municipal Services

In terms of servicing, the proposed development is to be provided with municipal sewage and water supply services. Sufficient capacity is available to date, however this will form a condition of draft approval.

Wellington North Zoning By-law

The subject land is currently zoned Future Development (FD), as a result, the applicant is proposing to amend the Zoning By-law to implement the proposed Draft Plan of Subdivision for 13 single detached lots, 3 semi detached lots, 10 street townhouses and a 3 storey (12 unit) apartment building.

Conclusion

We are satisfied that the proponent has addressed the applicable land use planning policies. This statutory public meeting will provide an opportunity for the community and area residents to ask questions and seek more information from the proponent and their consultants. If Council is in support of the draft plan of subdivision a resolution in support of it should be passed by Council after the public meeting and forwarded to the County along with required records.

Astrid Clos, Astrid J. Clos Planning Consultants

- Planning Report dated November 28th, 2018

Ms. Clos, Brad Wilson, developer, and Travis Burnside, Cobide Engineering Inc., were available to speak to the draft subdivision plan and zoning amendment. The area of the site is 2.31 hectares. The proposal includes 3 semi-detached lots (6 units), 13 single detached lots, 10 street townhouses and 12 apartment units within a three-storey building; for a total of 41 units. The mix of densities and housing types are required through the Provincial Policy Statement and County Official Plan. There are several zones proposed. The property is located within the Designated Greenfield Area of Mount Forest. Additional information regarding the size of the storm water management block will be provided to the Township's engineer, as requested.

CORRESPONSENCE FOR COUNCIL'S REVIEW

Environmental Planning & Regulations, Saugeen Conservation

- Letter dated March 21st, 2019

Jennifer Passy, Manager of Planning, Upper Grand District School Board

- Letter dated March 22nd, 2019 (No Objection)

Emily Vandermeulen, Risk Management Inspector, Source Water Protection Coordinator, Source Water Protection

- Email dated May 6th, 2019 (No Objection)
- Source Water Protection Map

Jim Klujber, CEO/President, Wellington North Power (No Objection)

- Letter dated May 7th, 2019

Frank Vanderloo, P. Eng., B. M. Ross and Associates Limited (Recommends Deferral)

- Letter dated May 22nd, 2019

REQUEST FOR NOTICE OF DECISION

The by-law will be considered at the regular council meeting following the public meeting. Persons wishing notice of the passing of the by-law must submit a written request.

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

No comments or questions from the floor.

COMMENTS/QUESTIONS FROM COUNCIL

Mayor Lennox asked for clarification that the Public Meeting was for two meetings. Michelle Innocente, Senior Planner, explained that the Public Meeting was a statutory meeting for both the zoning amendment and the Plan of Subdivision. Darren Jones, CBO, advised that a report will be coming to Council at a future meeting.

Councillor McCabe inquired what the timeline for stormwater management would be. Travis Burnside responded that they are hoping within the next week.

ADJOURNMENT

RESOLUTION: 03-2019

Moved: McCabe

Seconded: Yake

THAT the Public Meeting of May 29, 2019 be adjourned.

CARRIED

CLERK

MAYOR

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF COUNCIL
MAY 27, 2019 @ 7:00 P.M.
CLOSED MEETING SESSION @ 6:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH

Members Present:

Mayor: Andrew Lennox
Councillors: Sherry Burke
Lisa Hern
Steve McCabe
Dan Yake

Staff Present:

Chief Administrative Officer: Michael Givens
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Chief Building Official: Darren Jones
Director of Finance: Adam McNabb
Human Resources Manager: Chanda Riggi
Economic Development Officer: Dale Small
Fire Chief: David Guilbault
Senior By-law Enforcement Officer: Shawn Kitto
Senior Planner: Michelle Innocente

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

RESOLUTION: 2019-143

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Agenda for the May 27, 2019 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST**CLOSED MEETING SESSION**

RESOLUTION: 2019-144

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 6:32 pm that is closed to the public under subsection 239 of the Municipal Act, 2001, specifically:

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

1. REPORTS

a) Report EDO 2019-013 being a report on Mayor's Roundtable and discussions on housing

2. REVIEW OF CLOSED SESSION MINUTES

– May 13, 2019 –Council meeting

CARRIED

RESOLUTION: 2019-145

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 7:01pm.

CARRIED

RESOLUTION: 2019-146

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report EDO 2019-013 being a report on The Mayors Roundtable and discussions on Housing.

CARRIED

RESOLUTION: 2019-147

Moved: Councillor McCabe

Seconded: Councillor Yake

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

– May 13, 2019 –Council meeting

CARRIED

O' CANADA

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2019-148

Moved: Councillor Burke

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of May 27, 2019 for the purpose of holding a Public Meetings under the Planning Act.

- *Public Meeting - 2514574 Ontario Inc. Draft Plan*
- *Public Meeting – Sharon Farms & Enterprises – Remove H*

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2019-149

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North resume the May 27, 2019 Regular Meeting of Council.

CARRIED

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETINGS

1. By-law Number 054-19 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North , Plan of Survey of all of Park Lot 7 and Part of Park Lot 6, South of Princess Street, and is municipally known as 730 Princess Street, Mount Forest (Sharon Farm & Enterprises)

RESOLUTION: 2019-150

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT By-law Numbers 049-19 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North , Plan of Survey of all of Park Lot 7 and Part of Park Lot 6, South of Princess Street, and is municipally known as 730 Princess Street, Mount Forest (Sharon Farm & Enterprises) be deferred.

CARRIED

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- Public Meeting, May 13, 2019

- Regular Meeting of Council, May 13, 2019

RESOLUTION: 2019-151

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the minutes of the Public Meeting Minutes and the Regular Meeting of Council held on May 13, 2019 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

Approval 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 - passed at the April 29th meeting of Council by Resolution 2019-117 as recommended by the Recreation and Culture Committee at their April 16, 2019 meeting.

RESOLUTION: 2019-152

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of the Township of Wellington North amend Resolution REC209-022 from:

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.

TO:

THAT Council of the Township of Wellington North will give favourable consideration to user groups requesting grants, donations, fee waiver, rate freezes if accompanied by a current financial statement from the group making the request.

CARRIED

DEPUTATIONS

Rien Dekker, 9356 Highway 6, Kenilworth

- Request to waive drain repair cost

Mr. Dekker appeared before Council to request that drain repair costs for work completed prior to his purchase of property be waived.

Council considered benefit of drainage work to Mr. Dekker's property and did not support waiving the costs of the drain repair work.

COUNCIL OPEN FORUM

- Traffic & Pedestrian Safety

Conversation starters...

- How to balance the needs to maintain traffic flow and keep the communities walkable/bikeable?
- What criteria/traffic thresholds do we use to initiate change in a given roadway?
- Should we designate some streets where cars have priority and others where pedestrians or cyclists have priority?
- Do we need to alter our streetscape design to accommodate walkability/bikeability?

Council discussed the challenges of ensuring the safety of pedestrians, cyclists, motorists and horse and buggy users of our roadways. Decisions regarding traffic safety need to be made giving consideration to growth of our community and how we want the community to look. The Ontario Traffic Manual outlines where crosswalks and lights are warranted. The same guidelines are applied everywhere; from the City of Toronto to small communities. Council frequently receives

requests for crosswalks and speed reductions that may not meet the Traffic Manual criteria. Adding additional crosswalks and traffic lights could impede traffic and increase congestion. Sidewalks on both sides of streets to accommodate walkability and bike racks to accommodate bikeability could be considered within a block or two of downtown. Audible signals previously installed have not proven to be as effective as hoped. The Township recently received the additional analysis regarding increased traffic from the Canadian Tire development in Mount Forest. Reduced speed and increased signage in school zones have been implemented. Additional funds have been included in the budget to deal with pedestrian safety. Council should consider having more discussion at budget time and allocating more funds and resources to traffic safety. Repainting lines, repairing sidewalks and refreshing or adding signage were suggested as a place to start to make our community a safer place.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION –

1b, 3b,4a,5a,7a, 8b, 8c, 8d, 9e

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2019-153

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT all items listed under Items for Consideration on the May 27, 2019 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable meeting held on May 16, 2019

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority, Board of Directors Meeting #3-19, held on March 20, 2019.

THAT Council of the Corporation of the Township of Wellington North receive the Planning Report, prepared by Michelle Innocente, regarding 2574574 Ontario Inc. c/o Brad Wilson, Part of Lot Park 4, S/S Durham Street & E/S Main Street, Plan of the Town of Mount Forest, being Part 1 & 2 on Plan 61R21433, Township of Wellington North (Mount Forest) – Part Lot Control Exemption Application.

THAT Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communiqué #66, April 2019.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2019-11 being the Building Permit Review for the period ending April 30, 2019.

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated May 21, 2019.

THAT the Council of The Corporation of the Township of Wellington North receive Report OPS 2019-004 being a report on a procurement policy waiver for 2019 to 2021 annual sign inspection; AND FURTHER THAT the requirement for a competitive process detailed within the Purchasing and Procurement Policy (Policy # 003-18) for the annual sign inspection program for the years 2019, 2020 and 2021 be waived.

THAT the Council of The Corporation of the Township of Wellington North receive Report OPS 2019-005 being a report on a procurement policy waiver for 2019 bridge capital program; AND FURTHER THAT the minimum forty day tendering period detailed within the Purchasing and Procurement Policy (Policy # 003-18) for the 2019 bridge rehabilitation program, specifically the rehabilitation of Structure 2030 and Structure 22 be waived.

THAT the Council of the Corporation of Township of Wellington North receive for information Report CLK 2019-021 being a report on the 2018 Municipal Election-Compliance Audit.

THAT the Council of the Corporation of Township of Wellington North receive the correspondence from Brett Parker, Mount Forest Lions, and declare their outdoor beer garden, at the pavilion located at the Mount Forest & District Sports Complex, held in conjunction with the Mount Forest Fireworks Festival on Saturday, July 20, 2019 as "municipally significant".

THAT the Council of the Corporation of Township of Wellington North receive the correspondence from Pamela Fuselli, Interim CEO, Parachute Canada and proclaim June 3 to 9, 2019 as Safe Kids Week.

THAT the Council of the Corporation of Township of Wellington North receive Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region Management Committee, correspondence dated May 14, 2019, regarding Bill 108 – An Act to amend various statutes with respect to housing, other development and various other matters (with specific implications for delivery of Clean Water Act requirements).

THAT the Council of the Corporation of Township of Wellington North receive the correspondence from Steve Clark, Minister of Municipal Affairs and Housing, regarding A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2019.

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2019-154

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the County of Wellington Accessibility Advisory Committee meeting held on May 2, 2019.

CARRIED

RESOLUTION: 2019-155

Moved: Councillor Burke

Seconded: Councillor Yake

THAT Council of the Corporation of the Township of Wellington North receive Report FIRE 2019-001 being a report Wellington North Fire Service Annual Report.

CARRIED

RESOLUTION: 2019-156

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT Council of the Corporation of the Township of Wellington North receive CBO 2019-10 being a report on a by-law to regulate the maintenance of land in the Township of Wellington North; AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to regulate the maintenance of land in the Township of Wellington North as presented.

CARRIED

RESOLUTION: 2019-157

Moved by Burke

Moved by McCabe

That the Economic Development Officer report EDO 2019-012 dated May 27th, 2019 with regards to the Community Improvement Program be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant in the amount of \$2,500 under the Façade Improvement Program and

\$1,500 under the Accessibility Grant Program for the improvements being made to 114 Main Street South in Mount Forest the home of Coburn Insurance.

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant in the amount of \$360.00 under the Façade Improvement Program to support the installation of Blade Signage at 257 Main Street South in Mount Forest, new home of Moose Mountain.

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant in the amount of \$2,500 under the Façade Improvement Program to support improvements being made to 101 Smith Street in Arthur the home of Arthur Cash & Carry.

CARRIED

RESOLUTION: 2019-158

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of The Corporation of the Township of Wellington North receive Report OPS 2019-003 being a report on the 2019 MTO Connecting Link Program Application;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to submit application to the MTO's Connecting Link Program for the resurfacing of Highway 6 (George/Smith Street), from the Conestoga River Bridge to Conestoga Street in Arthur.

CARRIED

RESOLUTION: 2019-159

Moved: Councillor Hern

Seconded: Councillor Yake

THAT Council of the Corporation of the Township of Wellington North receive for information Report HR 2019-001 being a report on Maximizing Social Media: YouTube Channel Expansion

CARRIED

RESOLUTION: 2019-160

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of Township of Wellington North receive Report CAO 2019-002 being a report on the Arthur Wastewater Treatment Plant Upgrade-Construction Tender Award;

AND FURTHER THAT the Council of the Township of Wellington North awards the contract for the Arthur Wastewater Treatment Plant Expansion Project WELNOP17005 to Wellington Construction Contractors Inc. at a tender price of \$6,510,000.00 plus applicable taxes.

CARRIED

RESOLUTION: 2019-161

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of Township of Wellington North receive Report CAO 2019-003 being a report on Council Strategic Priorities: 2018-2022 and recommended actions outlined in Schedule A be approved;

AND FURTHER THAT staff be directed to develop an implementation plan of Council's priorities.

CARRIED

RESOLUTION: 2019-161

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of Township of Wellington North receive correspondence dated May 8, 2019, from Wayne Brohman, General Manager/Secretary-Treasurer, Saugeen Conservation, regarding Provincial Client Service and Streamlining Initiative and Provincial Funding Cuts.

CARRIED

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Hern distributed giant pumpkin seeds for Council members to grow for the Annual Metz "Pumpkinfest".

Councillor McCabe reminded everyone that the Recreation and Culture Committee meeting is May 28 at 8:30 and that the Wellington North Farmers Market opens on May 31.

Mayor Lennox announced:

- he attended recent grand openings of Moos Mountain, Canadian Tire and Broadline Equipment Rentals
- A Memorandum of Understanding with the Arthur Horticultural Society is nearing completion and will be coming to Council

BY-LAWS

- a. By-law Number 051-19 being a by-law to amend By-law 076-16 being a by-law restricting the weight of vehicles passing over bridges (Concession 6 South, 0.5 KM South of Sideroad 9 West)
- b. By-law Number 052-19 being a by-law to regulate the maintenance of land in the Township of Wellington North
- c. By-law Number 053-19 being a by-law to set the rates for 2019 taxation and to provide for the collection thereof
- d. By-law Number 055-19 being a by-law to exempt lands from Part Lot Control (Part Park Lot 4, South Side of Durham Street and East Side of Main Street, Plan of the Town of Mount Forest, as in DN422 save and except RO762177 now the Township of Wellington North PIN 71066-0017 – 2514574 Ontario Inc.)

RESOLUTION: 2019-162

Moved: Councillor Burke

Seconded: Councillor Yake

THAT By-law Numbers 051-19, 052-19, 053-19 and 055-19 be read a First, Second and Third time and enacted.

CARRIED

CONFIRMING BY-LAW NUMBER 056-19

RESOLUTION: 2019-163

Moved: Councillor Hern

Seconded: Councillor Sherry

THAT By-law Number 056-19 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 May 27, 2019 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2019-164

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Regular Council meeting of May 27, 2019 be adjourned at 9:30 p.m.

CARRIED



Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

Deputation Request Form

Name of Deputation(s):

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business

Contact Information *Peter Smit*

Mail: *162 Melissa Crescent*

Email: [REDACTED]

Telephone: [REDACTED]

Type of Meeting

Council OR Committee (includes ad hoc)

Date of Meeting *June 3 @ 2 pm*

Subject Matter (submit your complete deputation submission with this form)

Strathcona Village Phase Drainage issues 5+ years

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

resolve the issue

Estimated Financial Impact to municipality: *??*

Capital

Annual Operating

SIGNATURE: 

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.



Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

Deputation Request Form

Name of Deputant(s) JOLANTA SOKOL

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business —

Contact Information

Mail: 435 JOHN STREET MOUNT FOREST ON
N0G 2L3

Email: _____

Telephone: [REDACTED]

Type of Meeting

Council OR Committee (includes ad hoc) _____

Date of Meeting JUNE 24, 2019

Subject Matter (submit your complete deputation submission with this form)

ENGINEERING FAILURES OF CONDOMINIUMS
SURFACE WATER RUN-OFF

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

Estimated Financial Impact to municipality: UNKNOWN

Capital _____ Annual Operating _____

SIGNATURE: Jolanta Sokol

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

(REVISED FEBRUARY 2017)

Jolanta Sokol
 435 John St.
 Mount Forest Ont. NOG 2E0

Township of Wellington North
 7490 Side-road 7 West
 Kenilworth Ont. NOG 2E0

DEPUTATION TO COUNCIL

A series of ongoing water run-off problems have compromised my home. With this letter, I hope to find a solution, and have the "CATCH BASINS" lowered.....

I have been in contact with the Building Dept. about the water run-off problems since April 2017, I have read the engineer's reports. & hired Topographic Surveyors, yet I continue to "bucket bail" the water out of my basement.

In 2006, approval was granted for a multi-unit condominium development [425 John St.] next to my home.

The "surface water drainage plan" was designed by "K Smart & Associates". [We have recently discovered a "conflict of interest concerning their impartiality and professional liability exposure.]

A serious drainage flaw was overlooked, and then approved by the Township's 2006 Building Dept.

The condo's southerly CATCH BASIN was installed at the property's lowest point. However the drainage contractor, and Building Dept. failed to consider the lower elevation of the adjoining property & my home.

The condominium's storm water flows into a shallow "SWALE" [a drainage ditch] running along our property line. These minimally sloped surfaces intended to promote water movement towards the CATCH BASIN. Its lid is several inches above the surrounding porous soil surfaces. My side yard was Township engineered to be a large flat absorbent sponge that collects, stagnates, & seeps into my basement.

During the 2016 rebuild of John St., two additional engineering failures occurred compounding my home's water problems;

A: A mitigation was attempted by back filling, and regrade an additional 12 inches [30 cm] creating a flat surface for water to pool. The condominiums CATCH BASIN must still be lowered, if this portion of the problem is to be solved.

B; During the 2016 Township rebuild of John St., an additional Municipal CATCH BASIN was installed in front of the condominium, adjoining the mail box. This CATCH BASIN is clearly two feet [50 cm] above the home it is meant to protect. The drainage contractor / engineer should have noticed it

was on top of a hill, not at the bottom. Escaping water pools on 435's lawn, soaking into the destroyed basement

These issues had been sent to the Building Dept. starting April 2017. Storm after storm, continued to saturate the soil and home

If both CATCH BASINS were properly located, & installed, no problems would have occurred

However our problems, observations, and complaints have not been acknowledged, nor acted upon.

The Township hired the drainage engineers "BM ROSS" to formulate a report on our complaints. [It has come to our attention that a "conflict of interest" has occurred! This firm originally designed the condominium's drain system, & it's obvious failures. Twelve years later, they are being asked to write a report describing their engineering failures.]

In this report the BM ROSS Engineers acknowledge several failures of implementing their original site plan. " I shall quote from their report;....."

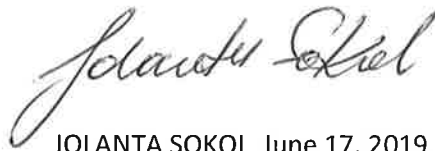
"there is up to twice the surface area draining to the south side yard of # 425, in comparison to the approved condominium site plan design." [Let's remember, the CATCH BASIN is too high to receive water]

"Buried drain lines not shown on approved drawings, nor was the sump pump connection at this location."

"The bermed [small man made hill] rear yard area does not extend as far as it was supposed to."

This engineers report clearly shows failures of the Drainage contractors, and the Building Inspectors to follow the approved plans, thus destroying the neighbor's home, property, and wellbeing.

All we ask for is the CATCH BASIN'S height be lowered, the ground to dry out, and have our losses & expenses replaced.



JOLANTA SOKOL June 17, 2019



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

055

Plan to
Simply Explore.

www.simplyexplore.ca

September 6, 2018

Jolanta Sokol
435 John Street
Mount Forest, ON N0G 2L3

RE: 435 John Street, Mount Forest
Complaint of surface water

Dear Ms. Sokol,

As you are aware, the Township of Wellington North has retained B.M Ross and Associates Ltd. to review and investigate your complaint dated March 26, 2018.

B.M. Ross and Associates Ltd. have prepared the attached letter dated August 28, 2018. Within the letter are recommendations for you on how to improve drainage and protect your building, as well as points for Wellington Standard Condominium Corporation No. 136 to consider help address your concerns. A copy of the recommendations will be provided to the Condominium Corporation.

The Township does not own, control or regulate the drainage works detailed in the B.M. Ross letter. B.M. Ross has reviewed the drainage design approved by the Township at the time of the condominium construction and found it to be acceptable. The Township's position is that the attached letter referenced above is a tool for you and your neighbour to use to address your surface water concerns. The Township considers its involvement in this matter complete.

Best regards;

Darren Jones,
Chief Building Official

cc. Wellington Standard Condominium Corporation No. 136



B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
 Box 1179, 206 Industrial Drive
 Mount Forest, ON, Canada N0G 2L0
 p (519) 323-2945 • f. (519) 323-3551
www.bmross.net

File No. 18105

August 28, 2018

COPY

BY EMAIL ONLY

Darren Jones, CBO
 Township of Wellington North
 7490 Sideroad 7 West
 PO Box 125, Kenilworth, ON
 N0G 2E0

**Re: #435 John Street (Mount Forest)
 Surface Drainage Complaint**

As requested, I attended a site meeting with you on May 18, 2018, along the northerly side yard lot line of #435 John Street, Mount Forest. Also in attendance were [REDACTED] of K. Smart Associates Limited (the original site servicing design firm) and two representatives of the condominium corporation property that lies immediately north of #435 John Street ([REDACTED] and [REDACTED]; the southern condo unit is #425 John Street). The purpose of the meeting was to discuss a surface drainage complaint made by the Owner of #435 to the Township. It is our understanding that complaint is related primarily to a storm event that occurred on June 22-23, 2017, and the resultant impact to #435 along the north side of that house where there are two low basement windows (window wells).

The June 2017 storm was an historic event that resulted in widespread local flooding problems. Environment Canada indicates there was a total of 159.6mm of rainfall at the Mount Forest Weather Station on June 22-23, 2017.

On August 21, 2018, we received the following information from K. Smart:

- June 27/07 As Built drawing
- A drawing showing the three site catchments
- 2-year storm sewer design calculations

Based on the information provided and our site observations, we note the following:

- There is up to approximately twice the area draining to the south side yard of #425 (i.e. the CB2 catchment), in comparison to the approved condominium site plan design, including impervious rooftop areas. However, that overall area is relatively small (in the order of 0.1ha). There are three downspouts located at the southerly corners of #425 that service these rooftop areas. These downspouts are connected to three buried Big "O" drains that convey the rooftop discharges to the CB2 inlet grate. Those buried drain lines were not shown on the approved drawings nor was the sump pump connection at this location.

C:\Users\kltansley\AppData\Local\Microsoft\Windows\NetCache\Content Outlook\CA31ZT75\18105-18Aug28-Darren-Let-FINAL IssuedToTwp docx

- The bermed rear yard area does not extend as far as it was supposed to, which was to the rear southwest corner of the building.
- Most of the pre-development surface runoff on the condominium property was in a southerly direction towards #435. Post-development conditions have redirected surface runoff from a significant part of the condo property, to Waterloo Street and John Street, and surface runoff from the remaining rear yard areas are being conveyed through a 200mm dia. private storm sewer, to John Street.
- The private storm sewer was sized to convey more frequent less intense storm events than what occurred in June 2017. Conveyance for larger storm events would rely on unimpeded overland flow routes.
- Part of the front lawn area of #435 is contributing to the surface flows through its north side yard to its rear yard.
- It appears #435, prior to the May 2018 site visit, had raised its exterior finished grade along the north side of their house, which will have improved surface water management on their property within that side yard area.
- BMROSS had completed limited survey on May 22, to confirm elevations at the #435 dwelling windows (north side of the house) and of the condominium's CB2. The results indicate CB2 grate was installed at the design elevation and that there is 0.21 to 0.23m fall from the finished exterior grade at the #435 window wells to CB2. We did not complete any survey of the side yard and rear yard overland drainage routes.
- A raised flower bed appears to have been recently established by #435 opposite the rear corner of their house and this, along with other possible grade changes they have made, may impede conveyance of surface runoff from the side yard to the rear yard and away from the house.

It is our opinion that the condominium development had significantly reduced the area of surface runoff towards the #425/#435 side yard, although in comparison to the approved condo site plan the area is marginally larger. Further, the June 2017 rainfall depth was an historic event that was greater than what would be predicted to occur once every 100 years. Therefore, it is our opinion that making grading and drainage changes to the condo property would not have prevented surface runoff discharges onto #435 during the June 2017 event. However, consideration could be given to requesting some or all of the following be completed by the condominium corporation to help address the neighbour's concerns:

1. Alter the condo's side yard bermed area to more closely reflect the original grading design.
2. Route the three downspouts and the sump pump line to the front yard catch basin (CB3) using an appropriately sized sewer. That way only pervious lawn areas will be conveyed as surface runoff to the CB2 inlet grate.
3. Ensure all gutters and downspouts remain clear of obstructions to prevent gutter spills onto the lawn surface and towards #435, as had been observed at the rear corner of #425 at the time of some recent storm events.

We also recommend the Owner of #435 consider the following:

1. Remove any obstructions from their yard that is preventing surface runoff from freely flowing from the north side yard to the rear yard and away from the house.
2. Consider additional lot grading changes (e.g. further raise the exterior grade alongside the house by replacing or adding new window wells, properly sealing those window wells against the foundation of the house).
3. Install covers over the window wells.
4. Consider other improvements such as waterproofing the house foundation, installation of a foundation drain c/w sump and sump pump with discharge to the recently Township-installed private drain connection at the front of the house, and/or installation of window well drains connected to a suitable outlet. The Owner should consult with a professional Builder to help identify the problem and possible solutions before deciding what if any improvements could be made.

It is our understanding the Township had never previously received a surface drainage complaint from #435 John Street since the time the condominium property was developed over eleven years ago, in 2006.

It is our opinion that the condominium development in general would have reduced the amount of water infiltrating into the subsurface upgradient of the #435 dwelling.

If you have any questions, please contact us.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per


Frank Vanderloo, P. Eng.

c.c. Kevin Death, K. Smart



May 31, 2019

26903-19

Luke.Wilcox@vanharten.com

Jolanta Sokol
435 John Street
Mount Forest, ON
N0G 2L3

Attention: Jolanta Sokol

[Sent as PDF attachment to [REDACTED]]

Dear Jolanta,

Re: Part 2, Surveyors Real Property Report
435 John Street
Part of Lot 8, West of John Street, Registered Plan Town of Mount Forest
Town of Mount Forest
PIN 71058-0077

Please find enclosed the Topographic Survey of the above-mentioned property as well as an Invoice No. 55836 for the work completed. Please note that this report should be read in conjunction with the enclosed plan.

Our title search revealed that the property is abstracted as PIN 71058-0077 (LT) and has been given a title of "Fee Simple, Land Titles Conversion Qualified". The title information states that the property is not subject to any easements.

The limits of the subject property were based on a number of criteria including previous surveys and found survey monuments in the surrounding area. The dimensions of the property are in general conformance with those found on the deed and on previous surveys with some slight comparisons as shown on the plan.

During our survey we measured the topography of your property. It is my understanding that historically you have issues with water in you basement along the north face of you dwelling. Upon review of the topographic data it appears that the drainage should work, however the swale draining into the side yard catch basin is quite flat.

Please note the position of several features relative to the respective property limits as follows:

71 Weber Street East
Kitchener, ON N2H 1C6
519-742-8371

423 Woolwich Street
Guelph, ON N1H 3X3
519-821-2763

660 Riddell Road, Unit 1
Orangeville, ON L9W 5G5
519-940-4110

Elmira, ON:
519-669-5070

Collingwood, ON:
249-499-8359

www.vanharten.com



LAND SURVEYORS and ENGINEERS

- There is a Bell pedestal located in the northwest corner of the property without a registered easement.
- The catch basin in the south east corner is encroaching on to your property by a maximum of 0.08m.
- The south face of the concreted curb retaining wall runs along the southerly boundary.
- For your reference, ties to all buildings and other relevant features are noted on the plan.

Please note that the attached plan does not verify compliance with local zoning by-laws.

Should you have any questions after reviewing the information shown on the survey, do not hesitate to contact me.

Best Regards,
Van Harten Surveying Inc.

A handwritten signature in black ink, appearing to read "Luke Wilcox".

Luke G. Wilcox, B.Sc., O.L.S.
Ontario Land Surveyor

Encl. Surveyors Real Property Report
Encl. Invoice No. 55836

Maitland Valley Conservation Authority

MSPA

Maitland Source Protection Authority

March 20, 2019

Maitland Source Protection Authority Meeting #1-19 Minutes

Director's Present: Roger Watt, Matt Duncan, Deb Shewfelt, Ed McGugan, Zoey Onn, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson

Absent With Regret: Dave Turton, Alison Lobb

Staff Present: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator
Steve Jackson, Flood/Erosion Safety Coordinator
Stewart Lockie, Conservation Areas Coordinator
Donna Clarkson, Supervisor DSWP

The Maitland Source Protection Authority (MSPA) meeting began at 8:57 pm.

1. Approval of the Minutes:

Motion MSPA #1/19

Moved by: Megan Gibson

Seconded by: Kevin Freiburger

THAT the minutes from the MSPA meeting #3-18 of November 28, 2018 be approved.

(carried)



2. **Appointments:**

Report #1-19 was presented to establish appointments to the Joint Management Committee. This motion followed.

Motion MSPA #2-19

Moved by: Anita van Hittersum

Seconded by: Megan Gibson

That Dave Turton and Roger Watt be appointed to the Joint Management Committee from March 20, 2019 to March 31, 2020 and that Alison Lobb be appointed as the alternate on the Joint Management Committee.

(carried)

3. **Renewal of Agreement**

Report #2-19 was presented to renew the Source Protection Authority (SPA) partnership agreement between the MSPA and the Ausable Bayfield Source Protection Authority (ABSPA).

These motions followed.

Motion MSPA #3-19

Moved by: Cheryl Matheson

Seconded by: Ed McGugan

THAT the MSPA enter into the partnership agreement with the ABSPA as outlined in Report #2-19.

(carried)

4. **Work Plan and Budget:**

Report #3-19 presents the DWSP 2019-2020 work plan and budget proposal for information

5. **Correspondence:**

Letter attached approving the amendment to the MSPA plan from Minister Rod Phillips.

6. **Adjournment**

Motion MSPA #4/19

Moved by: Megan Gibson

Seconded by: Matt Duncan

THAT the Maitland Source Protection Authority meeting be adjourned.

(carried)

The meeting adjourned at 9:09 pm.



Roger Watt
1st Vice-Chair



Danielle Livingston
Administrative/Financial Services Coordinator

General Membership Meeting #4-19

April 17, 2019

MEMBER's PRESENT: David Turton, Roger Watt, Matt Duncan, Deb Shewfelt, Alison Lobb, Ed McGugan, Zoey Onn, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson,

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Jeff Winzenried, Water Resources Technician
Patrick Huber-Kidby, Environmental Planner and Regs Officer
Donna Clarkson, Co-Supervisor DSWP

COMMUNITY ATTENDEES: Mike McIsaac, Town of Minto Roads and Drainage Manager

1. Call to Order

Chair Dave Turton called the meeting to order at 7:00 pm and referred attendees to the agenda for the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #3-19 held on March 20, 2019 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #39-19

Moved by: Matt Duncan

Seconded by: Zoey Onn

That the minutes from the General Membership meeting #3-19 held of March 20, 2019 be approved;
And That the Perth East and West Perth Member's name be corrected on the recorded vote table on page 3.

(carried)



4. Business Out of the Minutes

064

a) Request for Third Party Review-Approval of Harriston Flood Plain Mapping **Report #18-19**

Report #18-19 was presented and these motions followed.

Motion FA #40-19

Moved by: Alison Lobb

Seconded by: Deb Shewfelt

That the authority provide Ms. Marsha Paley with detailed information of the elevations, flood depths and velocities of water on her property during a Regional Flood event; **And that**, the authority provide Ms. Marsha Paley with information on the Harriston Special Policy area as it relates to her property; **And further that**, the authority notify Ms. Marsha Paley that, since the flood plain mapping has already been peer reviewed, the authority is satisfied with the accuracy of the flood plain mapping and a second peer review is not necessary.

(carried)

Motion FA #41-19

Moved by: Deb Shewfelt

Seconded by: Anita van Hittersum

That the proposed Harriston flood plain mapping and floodway mapping be adopted by MVCA for Planning and Regulations purposes.

(carried)

b) Maitland Mills Group: Request to adopt Mill Restoration as Authority Project **Report #19-19**

Report #19-19 was presented.

The Member's discussed that the MVCA would risk losing their charitable status if they were to issue receipts on behalf of the MMA because the project is under the direction and control of the MMA and not the MVCA. The following motion was made.

Motion FA #42-19

Moved by: Roger Watt

Seconded by: Alison Lobb

That the MVCA decline the MMA's request to issue charitable receipts on their behalf; **And That** staff advise the MMA of the reason for this decision.

(carried)

Discussion continued around the idea of entering into a lease agreement of the mill buildings with the MMA. The following motion was made.

Motion FA #43-19
Moved by: Roger Watt

065
Seconded by: Cheryl Matheson

That the MMA develop a 5-year business and financial plan to present to the MVCA to consider before entering into a lease agreement, **And that** the MMA provide regular updates to the authority on the progress of their plans for the Brussels and Gorrie Mills.

(carried)

c) Survey Results: Meeting Times for Meetings during the Winter Months: **Report #20-19**

Report #20-19 outlines that there wasn't a consensus reached on the options presented in the poll to change meeting times and therefore meetings will continue to be held at 7pm.

5. Business Requiring Direction and Decision

a) Provincial Consultation on Modernizing Conservation Authorities: **Report #21-19**

Report #21-19 was presented and this motion followed.

Motion FA #44-19
Moved by: Alison Lobb

Seconded by: Megan Gibson

That MVCA forward comments to Conservation Ontario and collaborate with them to communicate collective feedback to the Ministry of Environment, Conservation and Parks, ; **And That** MVCA develop a media release to inform the public of the proposed changes to the Conservation Authorities Act; **And Further That** MVCA prepare a report and outline the impact of the proposed changes to be circulated to member municipalities.

(carried)

b) Healthy Lake Huron Five Year Strategy: **Report #22-19**

Report #22-19 was presented and the following motion was made.

Motion FA #45-19
Moved by: Deb Shewfelt

Seconded by: Matt Duncan

That MVCA endorses and supports the proposed five year strategy for Healthy Lake Huron for 2018-2022.

(carried)

c) Education & Training Options for Members: **Report #23-19**

Report #23-19 was presented and the following motion was made.

Motion FA #46-19
Moved by: Zoey Onn

066
Seconded by: Anita van Hittersum

That the Member's 2019 education training topics and tours include items a), b), c) and d) as outlined in Report #23/19; **And That** staff provide a report outlining a schedule for the Member's to review.

(carried)

d) Maitland Conservation Foundation Gala and Celebration: **Report #24/19**

Report #24-19 was presented and the following motion was made.

Motion FA #47-19
Moved by: Cheryl Matheson

Seconded by: Zoey Onn

That Report #24/19 be accepted as presented; **And that** MVCA send a letter of thanks to the MCF for all their fundraising efforts.

(carried)

6. Reports

a) Member's Report

Zoey Onn informed the Members that she is working with the Brussels Leo's, a youth group who are endeavouring to make improvements and replace playground equipment at the Brussels CA. This motion followed.

Motion FA #48-19
Moved by: Deb Shewfelt

Seconded by: Megan Gibson

That the Brussel's Leo's provide details of their plans to enhance the Brussels CA park area for the Members to review.

(carried)

Megan Gibson thanked Steward Lockie for attending the Howick Township meeting and answering questions about the Gorrie Dam. The Township would appreciate a response to concerns raised about the maintenance of the breach and upstream flood plain. This motion followed.

Motion FA #49-19
Moved by: Zoey Onn

Seconded by: Roger Watt

That staff provide an update to the Township of Howick and outline the options to address the concerns that have been raised about the maintenance of the Gorrie Conservation Area.

(carried)

Chair Turton attended Conservation Ontario (CO) along with the GM-ST on April 1, 2019 and noted that Wayne Emmerson, the new Chair of CO is making an immediate impact on business.

7. Consent Agenda

The following items have been circulated to the Member's for their information and review.

- a) Revenue/Expenditure Report for March: **Report #25-19**
- b) Conservation Ontario Council: **Report #26-19**
- c) Appointment of Regulation Officers-Falls Reserve Conservation Area: **Report #27-19**
- d) Correspondence for Members Information

The following motion was made.

Motion FA #50-19

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT reports #25-19 through #27-19 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

8. Review of Meeting Objectives:

Chair Turton reviewed the meeting objectives and announced that they have been met.

The next meeting of the membership will take place on May 15, 2019 at 7:00 pm at the Administration Centre in Wroxeter.

9. Adjournment

The meeting adjourned at 8:52 pm with this motion.

Motion FA #51-19

Moved by: Megan Gibson

Seconded by: Anita van Hittersum

THAT the MVCA Member's move into a Maitland Source Protection Authority meeting; **AND THAT** the MVCA meeting be adjourned.

carried)



Dave Turton
Chair



Danielle Livingston
Administrative/Financial
Services Coordinator

April 17, 2019

Maitland Source Protection Authority Meeting #2/19 Minutes

Director's Present: Dave Turton, Roger Watt, Matt Duncan, Deb Shewfelt, Alison Lobb, Ed McGugan, Zoey Onn, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson

Staff Present: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Patrick Huber-Kidby, Environmental Planner-Regs Officer
Donna Clarkson, Co-Supervisor DSWP

The Maitland Source Protection Authority (MSPA) meeting began at 8:53 pm.

a) Approval of the Minutes:

Motion MSPA #5-19

Moved by: Megan Gibson

Seconded by: Matt Duncan

That the minutes from the MSPA meeting #1-19 of March 20, 2019 be approved.

(carried)

b) Program Update: Report #4-19:

Report #4-19 was presented for information for the Member's.

c) Annual Progress Report for 2018: Maitland Source Protection Plan: Report #5-19

Report #5-19 was presented and the following motion was made.

Motion MSPA #6/19

Moved by: Zoey Onn

Seconded by: Roger Watt

That the Maitland Valley Source Protection Authority approve the 2nd Annual Progress Report for submission to the Ministry of Environment, Conservation and Parks (MECP).

(carried)



d) Issuance of Notice of Change to Changes in Water Supply Systems: Report #6-19

Report #6-19 was presented and the following motion was made.

Motion MSPA #7/19

Moved by: Alison Lobb

Seconded by: Cheryl Matheson

That the Maitland Valley Source Protection Authority approves the delegation of the issuance of Notices pursuant to Section 48(1.1)(b) of Ontario Regulation 287/07 under the *Clean Water Act, 2006*, to Drinking Water Source Protection staff, following consultation with the Ausable Bayfield Maitland Valley Technical Team.

(carried)

e) Adjournment

Motion MSPA #/19

Moved by: Megan Gibson

Seconded by: Ed McGugan

THAT the Maitland Source Protection Authority meeting be adjourned; **AND THAT** the Maitland Valley Conservation Authority Board's regular meeting reconvene.

(carried)

The meeting adjourned at 9:16 pm.



Dave Turton
Chair



Danielle Livingston
Administrative/Financial Services Coordinator



Grand River Conservation Authority

Summary of the General Membership Meeting – May 24, 2019

To GRCA/GRCF Board and Grand River watershed municipalities - Please share as appropriate.

Action Items

The Board approved the resolutions as presented in the agenda:

- Financial Summary
- Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation – Application 219/19
- Pines Campground Reconfiguration - Elora Gorge Conservation Area
- GRCA Applications Intake 5 of the National Disaster Mitigation Program Update
- Amendment to Land Disposition, Puslinch Township (closed meeting agenda)
- Acquisition of Personal Property, Mapleton Township (closed meeting agenda)
- Chair's Report of the Chief Administrative Officer Hiring Committee (closed meeting agenda)

Information Items

The Board received the following reports as information:

- Cash and Investment Status
- General Levy Apportionment Legal Update
- Environmental Assessments
- Current Watershed Conditions

Delegations

The Board heard from the following delegations:

- John and Elinor Hueton regarding the history of Dumfries Conservation Area
- Rick Hilborn regarding current affairs at Dumfries Conservation Area

For full information, please refer to the [May 24 Agenda Package](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar on June 28, 2019.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.



Corporation of the County of Wellington
Accessibility Advisory Committee

Minutes

June 6, 2019

Aboyne Library

- Present:** Councillor Mary Lloyd (Chair)
 Matthew Bulmer
 Chris McGarvey
 Nancy Oliver-Hawkrigg
 Bethany Parkinson
 Bob Pearson
 Irene Van Eenoo
 Walt Visser
 Warden Kelly Linton
- Regrets:** Councillor Campbell Cork
 Nancy Dietrich
 Mark MacKenzie
- Staff:** Christine Carbone, HR Assistant
 Michele Richardson, Assistant Director of HR
 Susan Farrelly, Director of HR

- 1. Call to Order**
 At 1:30 pm, the Chair called the meeting to order.
- 2. Declaration of Pecuniary Interest**
 There were no declarations of pecuniary interest.
- 3. Committee Member Vacancy**
 An ad will be posted over the summer for a public member to represent Mapleton Township on the Committee, with anticipated placement on Committee in September.
- 4. Terms of Reference**
 The updates were reviewed by the Committee and approved, with the exception of section 8.0 – Quorum. The Committee recommends a change to Quorum in the representation of staff and Council members required to be present as follows:

“At least one member of staff and one member of County Council must be present in order to proceed with the meeting.” Susan Farrelly to follow up with AF&HR on this recommendation.

5. Audio Traffic Lights

This was a follow up item from the May 3, 2019 Accessibility meeting. Nancy Dietrich originally brought this matter forward. People are not satisfied with the audio signals. Councillor Cork was not present at this meeting to share his findings. This item is to be brought forward for the September meeting.

With the lack of consistency in audio signals in use at various locations across the County, AF&HR has asked the Committee to look into making a recommendation for the standardization of traffic audio signals across the County.

Matthew Bulmer will reach out to Canadian National Institute for the Blind (CNIB) to see if there is a preferred audio sound.

Christine Carbone to follow up with the City of Guelph to see what they are using for audio signals.

6 Step Painting (Mount Forest)

This was a follow up item from the May 3, 2019 Accessibility meeting. Nancy Dietrich originally brought this matter forward. The facings on the steps in Mount Forest and Harriston downtown areas need to be repainted. Councillor Cork was not present at this meeting to share his findings. This item is to be brought forward for the September meeting.

The Committee recommended that a letter be sent out to all member Municipalities as a reminder to paint step facings. Christine Carbone to draft and send out a letter to the member Municipalities.

7. County of Wellington Accessibility Fund Incentive Programme

- i. The Committee discussed the fund being available annually to each member municipality for \$10,000 and the Warden is going to promote and encourage this at the next County Council meeting.
- ii. The Committee asked about exploring the feasibility of a member municipality to apply for funding of a larger project, if we could allow a municipality to access up to three-years' of funding in one year. Susan Farrelly to follow up with AF&HR on this recommendation.
- iii. Christine Carbone to confirm when the reporting periods are for the Accessibility plan to be submitted to the Ministry.

- iv. Councillor Lloyd will ask each member municipality for their annual Accessibility Plans for the Committee's reference.
- v. Christine Carbone to communicate with the Clerks at the member municipalities to discuss Accessibility-related reminders.
- vi. The Committee recommended that the FADM be updated to reflect the Ontario Building Code standards by consultant Lloyd Grinham from Grinham Architects. Michele Richardson to follow up on this item.
- vii. The Committee recommended to increase communication to the community about accessibility through the County of Wellington Communications page in the Wellington Advertiser and transferred to Social Media. Members of the Committee are to send ideas for this page to Christine Carbone who will follow up with Andrea Ravensdale, Communications Manager at the County of Wellington.

8. Adjournment

At 2:30 pm, the Chair adjourned the meeting. Next meeting to be held on September 5, 2019 at 1:30 pm at the Aboyne Library at the call of the Chair.

Councillor Mary Lloyd
Chair
Accessibility Advisory Committee

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
ARTHUR DOWNTOWN REVITALIZATION ADVISORY COMMITTEE MINUTES
WEDNESDAY, MAY 29, 2019 @ 7:00 PM
ARTHUR COMMUNITY CENTRE – LOWER HALL**

Committee Members Present:

Lisa Hern, Councillor, Chair
Tish Green, President, Arthur Chamber
Paula Coffey
James Coffey
James Craig
Caroline Paquet
John Schmidt
Fran Turnbull
Jacklyn Winter

Committee Members Absent:

Andrew Lennox, Mayor
Steve McCabe, Councillor
Jaime McKinnon
Corey Bilton
Joe Walsh
Steve Kozinets

Staff Present:

Dale Small, Economic Development Officer
Cathy Conrad, Deputy Clerk
Michael Givens, CAO
Mandy Jones, Community Recreation Coordinator
Erin Raftis, Municipal Youth Intern

Your Town Rising: Leslie Fournier, Streets Alive Productions
Gregg McLachlan, Work Cabin Creative

Your Town Rising - Downtown Walkabout

- 3:00 pm – 4:00 pm walkabout with Leslie Fournier and Gregg McLachlan starting at the Arthur & District Chamber of Commerce office

Your Town Rising – Presentations & Discussions

- 4:00 pm – 5:00 pm panel discussion facilitated by Leslie and Gregg – paths forward for working with what we have right now

Leslie Fournier and Gregg McLachlan led a discussion on the strengths and weaknesses of entrances, streetscaping, community gathering, WOW factor, local retail economy and general appearance

Entrances:

Village entrance signs are well kept, new, vibrant, bold, bright and display the branding of “Canada’s Most Patriotic Village”. The addition of the poppy art below the sign, staining the posts to match the sign and adding bright red picnic tables to the area will

strengthen of the appearance of the entrance. It was suggested to not let service club signs take away from main entrance signs.

Parkettes at either end of town are inviting; however, at the south end there is a mural with oxen on the building next to parkette that detracts from the area. Lights, brightly coloured picnic tables and music could be added to make it more noticeable. Lack of parking and the loud traffic noise are considered weaknesses.

Streetscaping:

There is a lot of gray and taupe making the downtown very monotone. Adding flowers and live plant material would create a sense of colour. Businesses could be encouraged to put up their own planters.

There is lots of room to add benches for seating. The Iscreamm Cone Company has Muskoka chairs out front and looks inviting. Business owners should be encouraged to place seating outside of their location using what they have. They could use something that can be brought in when needed.

Interesting items can be put outside to give a sense of life and vitality. Plants can be powerful. Use staging in front of businesses to attract people. Repainting a door can have big impact.

There are not many blade signs; but it was noted there are many empty holders. A program is in place to assist with the cost of blade signage.

Community Gathering

Creating a community gathering location in the empty space downtown is a huge opportunity. The location being defined with stones already is a strength. Weaknesses of this location are that it is privately owned and would be a temporary use, there is limited lighting and parking. The space could be used for events, such as an outdoor meal.

On the other side of street there is an alleyway that could provide a quiet, peaceful area for people to gather. Weaknesses of this location are that adjacent businesses wouldn't use it and there is nothing there.

Cenotaph park is a great place to gather and offers photographic opportunities; however, signs for businesses that no longer exist are in the way for pictures.

WOW Factors

WOW factors in Arthur include Instagram opportunities such as pictures at Iscreamm Cone Company and Arthur Cash and Carry, and the attraction of many beautiful murals. Committee's Poppy Art Program will also provide for another Instagram opportunity.

If there isn't a huge budget to activate alleys you could hang something overhead that is colourful and interesting. Add a table and chairs, bunting, something colourful.

Create a backdrop for instagramable moments. Use animated window displays to attract attention.

Local Retail Economy:

With a smaller population we are limited with types of stores we can attract. There is a lack of coffee shops and restaurants.

Find a way to draw people to both ends of the street. Graphics in windows of vacant storefronts may encourage someone to move in. As the health of the street increases business increases and new business will be attracted to the downtown.

General Appearance:

Business owners need to take more pride in the outside of their stores. Create a team to clean up the downtown. Others will see your effort and may become involved. Start with the sidewalks and maybe clean windows to make the town sparkle. The wrong approach is to blame the municipality. Business owners need to put in the effort. Education is part of getting buy in from more owners.

- 5:00 pm – 7:00 pm Leslie and Gregg presented on “How to get Started Doing”

Leslie explained how Streets Alive has become an annual art program. It started with colourful banners to brighten up a dull downtown. The art community came forward and the banners were a hit. Every year they pick a theme and then place the public art on the streets, creating space and places where people want to be. Involve the community first, tourism will follow. People want to go where the locals are hanging out.

Start with polishing up your downtown. Clean up streets first. Use seating, planters, signage and creative displays in all seasons for beautification and curb appeal. Use seating that fits; such as folding chairs on a narrow street. Add planters to the streetscape using what you have, i.e. a wagon or boots. Signage can transform the look of a street. Blade signs are fun and change the look of the street. Put effort into staging to group items and make it look nice through repetition and colour. Creative placemaking for public spaces can be low budget but high impact. A blank wall can become picture worthy with chalk or paint and an artist. Use store windows as an opportunity to add art. Create a theme down the street.

Activate public spaces with some sort of motivation and energy in all seasons. Games, such as hopscotch or checkers, buskers and community meals help bring people downtown. Build community with little events done several times a year.

Community building opportunities in Arthur:

- Brand is clear – Canada’s Most Patriotic Village – but, there is pressure to maintain the brand
- Tweaking of patriotic town – can mean we love all of Canada. Showcase through image and color. Wraps are a great way to add colour. Are there things downtown that can be wrapped? Red and white everywhere. Upcycled items i.e. red bicycles attached to the street and add baskets for plants and flowers.
- Vintage chairs or small red tables with chairs.
- Have fun with word play. Signs in windows with a fun saying that has something to do with Canada.
- Canada symbols. Bombard with imagery, bunting, sidewalk spray paint and flags from one end of street to the other.
- Street enhancement ideas. Alleyways could be enhanced in some way. Use painting, bunting, a metal archway, lighting and decorating to create spaces that provide community fun. Animate alleyways with paint, tables and plants. Come up with an event such as “Alleys of Arthur” or “Arthur’s Alleyways”.

Public art opportunities

- Encourage movement of people from one area to another, such as an art trail, including some Poppy Art.
- Attach poppies to netting and hang from objects and buildings.
- Use Maple masterpieces, such as sculptures and cut outs, and place them on streets and in store windows.
- Use “peace” as a theme.
- Involve the community.

Gathering places

- Transform an empty space with pop ups. Create a photo shoot area for various seasons to get people to come downtown. Christmas, Valentines, Easter, Mother’s Day, Father’s Day, Canada Day.

Gather your tribe

- Create a space your community will use, and tourists will follow.

Gregg’s discussion focused more on the use of social media.

User generated content

- Social media can spread the word fast to an audience of locals and tourists.
- Half of people have bought something or visited somewhere because of something they saw on social media.
- Create a sense of place where people can come to take a photo.
- Think “I was here” using Instagram to show relaxation, fun and discovery.
- Use direction signage with a theme linked to your branding.
- Algorithms are a common social media problem– only a few see your posts (first 60); and if it’s not shared not many will see it
- People will come to know you, like you, engage with you, action with you, become a customer, become a fan.
- More people will believe locals who are saying how great the shops are.
- We need people to create posts about us.
- Are there photo opportunities inside and outside your store? Fake magazine covers, painted pictures on the sidewalks. Theme could include poppy, moose, canoe, beaver, maple leaf, etc.
- Use Instagram for contests, discounts and promotion.
- Encourage people to check in to your business on Facebook (check in to win).
- Create banner for Facebook avatars. Can’t be pushy, has to be something people can feel attachment to.
- Show that you are a town that wants to connect.
- Add a hashtag sign to other signs.
- Surprise reward social media posters
- Host social media nights
- Post photos – faces of downtown
- Use live video on Facebook. Show superhero business owners and tell the story of how they are heroes or volunteers, meet your downtown store owner’s day.

CALLING TO ORDER – Councillor Lisa Hern – 7:00 pm

Committee Members Present: Lisa Hern, Councillor, Chair
Tish Green, President, Arthur Chamber
Paula Coffey
James Coffey
Caroline Paquet
Fran Turnbull
Jacklyn Winter

Committee Members Absent: Andrew Lennox, Mayor
Steve McCabe, Councillor
Corey Bilton
James Craig
Steve Kozinets
Jaime McKinnon
John Schmidt
Joe Walsh

Staff Present: Dale Small, Economic Development Officer
Cathy Conrad, Deputy Clerk
Michael Givens, CAO
Mandy Jones, Community Recreation Coordinator

CALLING THE MEETING TO ORDER

Chair Lisa Hern declared at 7:15 pm that quorum was not met, and the meeting was adjourned.

After the meeting adjourned those in attendance were advised of the following:

- Council approval of \$13,000 for signage, \$20,000 for streetscaping and landscaping improvements and \$7,500 for marketing plan implementation.
- There is funding for speech bubble and street banner signage and 75% funding for blade signage available. Poppy art had been ordered and will be installed by the provider in a couple weeks.
- The owner of the empty lot is interested in using it as a program plaza.
- The Connecting Link application for the repaving project is due on May 31.
- The Hand Made Market now has close to 50 vendors. There will be an ice cream truck, beer tasting, music by the Moore Family from 1 pm to 5 pm, and live radio station broadcasting. Arrangements will be made with Township staff for picnic tables, garbage cans, traffic cones and barricades.

Those in attendance reflected on the key ideas from Your Town Rising

- Encouraged that they really liked our gateways
- The potential opportunities of using alleyways had not been thought about before. Use flagging for attraction, hold family related events that can be related to Instagram, create a coffee shop with a coffee truck and seating, provide the opportunity for a quiet place in conjunction with repaving, create something that is Instagram worthy.

- There are fast easy things that can be done, such as getting community businesses to do planters and looking for a place to put a poppy net.
- Hold community events, like a dinner downtown, to attract more local people.

NEXT MEETING

- July 10, 2019 at 7:00 pm in the lower hall of the Arthur and Area Community Centre.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST DOWNTOWN REVITALIZATION ADVISORY COMMITTEE MINUTES
THURSDAY, MAY 30, 2019 @ 7:00 PM
PLUME ROOM, MOUNT FOREST SPORTS COMPLEX**

Committee Members Present:

Sherry Burke, Councillor, Chair
Andy Lennox, Mayor
Dan Yake, Councillor
Shawn McLeod, President, Mount Forest Chamber
Crystal Seifried
Callee Rice
Pam Carson
Karen Rave
Jeanean Mousseau

Guests: Krista Blenkhorn (Vintex)

Absent: Peter Mohr
Dan McCallum
Bill Nelson
Murray Townsend (resigned prior to meeting)
Sharon Wenger
Brian Plume (resigned prior to meeting)

Staff Present: Dale Small, Economic Development Officer
Michael Givens, CAO

Call to Order

PASSING AND ACCEPTANCE OF AGENDA RESOLUTION MFDR 2019-005

Moved by: Shawn McLeod Seconded by: Jeanean Mousseau

THAT the agenda for the May 30th, 2019 Mount Forest Downtown Revitalization Advisory Committee meeting be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST(S)

No declarations of pecuniary interest were declared.

MINUTES OF PREVIOUS MEETING

The minutes of the January 24th, 2019 Downtown Revitalization Committee meeting were received by council on February 4th, 2019

PASSING AND ACCEPTANCE OF COMMITTEE MEMBER RESIGNATIONS RESOLUTION MFDR 2019-006

Moved by: Dan Yake Seconded by: Crystal Seifried

THAT the committee accept with regret the resignations of Brian Plume and Murray Townsend

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETING

- 1) At the last meeting a question was raised about the tracking of vacant units on our Main Street. Dale provided the following overview from the Renew Northern Wellington Arts & Business Association:

	Mount Forest (153 units)		Arthur (93 units)		Combined	Total number of units = 242
DATE	# of Empty Units	% empty	# of Empty Units	% empty	# of Empty Units	% empty
July 15 th , 2014	16	10.5%	18	19.4%	37	15.2%
Sept 15 th , 2014	17	11.4%	14	15.1%	34	13.9%
Sept 1 st , 2015	18	12.1%	15	16.1%	36	14.9%
Sept 1 st , 2016	11	7.2%	17	18.3%	31	12.7%
May 30 th , 2018	16	10.5%	17	18.3%	36	14.9%
May 30 th , 2019	15	9.8%	16	17.2%	31	12.8%

- 2) The committee discussed the importance of having BIA representation on the committee and noted that no one from the BIA was in attendance. The two committee members that resigned were also BIA representatives. Chair Sherry and EDO Dale indicated they would take this concern up with Bill Nelson, Chair of the BIA, in an attempt to help resolve the situation.
- 3) Prior to moving on the committee took some time to discuss the Arthur Downtown Revitalization Committee recommendations that were approved by Wellington North council on April 29th, 2019.

ITEMS FOR CONSIDERATION

After some discussion it was agreed the following recommendations would be taken to Wellington North Council for approval at the June 24th council meeting. It was also agreed that a smaller group of committee members would informally get together on June 12th to help refine the recommendations.

Signage

- a) **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. 75% of the cost of the sign will be covered through grant funding. *This initiative will be led by the Municipality in-partnership with the Chamber*
- b) **Speech Bubbles** (Ingredient 18 Curb Appeal) First Impressions matter and the committee recommends funding be utilized to install Window Graphics/Speech Bubbles & Bubble Art to cover the front windows of vacant buildings. Owners who participate will not be required to contribute funding. *Initiative will be led by the BIA*
- c) **Gateway Signage** (Ingredient 12 Community Gateways) Gateway signage is an important first impression and is a great way to make our community welcoming. Included in the Gateway signage program is New/refurbished/structural refresh of Mount Forest signage, Community & Service Group Signage as well as Churches of Mount Forest Signage. *Initiative will be led by the Chamber and Community Members*

Streetscaping and Landscaping improvements

a) ***Benches, Tables, Adirondack Chairs*** (Ingredient 18 Curb Appeal) Beautification and enhancing curb appeal is a key priority area. Installation of a program to support business owners to put out benches, Adirondack chairs, etc. is viewed to be a major visual and welcoming improvement to our Downtown. *This initiative will be led by the Chamber and Business Owners*

b) ***Programmed Plaza*** (Ingredient 11 Programmed Plaza) The committee is very committed to establishing a downtown gathering place for the community to enjoy and connect. First plan is to try and provide live entertainment Friday nights. The location beside the library was deemed to be the best site and the committee plans to reach-out to 88.7 The River to help support the program. *Initiative will be led by the Municipality and Business Owners*

Marketing Plan Implementation

a) ***Business Hours Promotion*** (Ingredient 5 Consistent Hours) Initial focus is to encourage and support businesses to stay open to 8:00pm on Friday evenings. Funding will be provided for marketing and promotion of the extended hours, along with the live entertainment on Friday nights initiative to encourage the community to come downtown, shop local and to support our local businesses who do extend their hours. *This initiative will be led by the Chamber and Business Owners*

b) ***Simply Explore Program*** (Ingredient 12 Community Gateways) The committee is in support of moving forward with the simply explore theme as a way to establish a brand/identity. Focus will also be on to come up with suggestions/locations that would make people stop, take pictures and explore our beautiful community. The continued use of the High, Healthy and Happy designation is also a part of this program. *This initiative will be led by the Business Owners and Community Members*

PASSING AND ACCEPTANCE OF COMMITTEE MEMBER RECOMMENDATIONS RESOLUTION MFDR 2019-007

Moved by: Pam Carson

Seconded by: Callee Rice

THAT the Mount Forest Downtown Revitalization Advisory Committee recommends the Council of the Corporation of the Township of Wellington North approve funding for the seven programs identified above – CARRIED

NEXT MEETING

Thursday July 25th, 2019 at 7:00 pm at the Mount Forest & District Sports Complex

ADJOURNMENT

RESOLUTION MFDR 2019-008

Moved by: Karen Rave

Seconded by: Andy Lennox

*THAT the Mount Forest Downtown Revitalization Advisory Committee meeting be adjourned at 8.55 p.m.
 CARRIED*

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MEETING MINUTES
TUESDAY, MAY 28, 2019 @ 8:30 A.M.
MOUNT FOREST & DISTRICT SPORTS COMPLEX – MEETING ROOM

Committee Members Present:

- Steve McCabe, Councillor, Chair
- Sherry Burke, Councillor
- Lisa Hern, Councillor
- Brian Milne, Deputy Mayor, Township of Southgate

Absent:

- Andrew Lennox, Mayor

Staff Members Present:

- Michael Givens, Chief Administrative Office
- Catherine Conrad, Deputy Clerk
- Tom Bowden, Recreation Services Manager
- Mandy Jones, Community Recreation Coordinator
- Larissa Lamont, Aquatic Supervisor
- Tasha Grafos, Administrative Support
- Adam McNabb, Director of Finance

Calling to Order

Adoption of Agenda

RESOLUTION REC 2019-024

Moved: Deputy Mayor Milne

Seconded: Councillor Hern

THAT the agenda for the May 28, 2019 Township of Wellington North Recreation and Culture Committee meeting be accepted and passed.

CARRIED

Disclosure of Pecuniary Interest

Minutes of Previous Meeting – April 16, 2019 (approved by Council on April 29, 2019)

Business Arising From Minutes

1. Ice Allocation

The Recreation Services Manager met with both Arthur and Mount Forest Minor Hockey. Arthur has their schedule set. Mount Forest is working to reduce their lost ice time. He plans to get all groups together and hopes they will use email to let other groups know if they have ice open.

2. Dressing Room 7

National coatings were in last week to repair a small leak under the drip flashing.

Reports

1. Facility Revenue Report

Hall rentals were up. Arthur ice use was down. Future reports will focus on different area to look for trending.

RESOLUTION REC 2019-025

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Recreation and Culture Committee receive the Facility Revenue Report.

CARRIED

2. Year-to-Date Financial Report

Utility costs in Mount Forest were down \$22,000 due to the installation of a more efficient compressor.

RESOLUTION REC 2019-026

Moved: Deputy Mayor Milne

Seconded: Councillor Burke

THAT the Recreation and Culture Committee receive the Year-to-Date Recreation Financial Summary Report.

CARRIED

3. RAC 2019-009 Wellington North Summer Day Camp Program Update

Mandy Jones, Community Recreation Coordinator, advised that Meghan Karrow, Day Camp Supervisor, started on May 15. Day Camp will launch on July 2 and run to August 23, operating from 7:30 am to 5:00 pm. The program has been promoted on 88.7 The River, in newspapers and on social media. Arthur has a daily average of 24 registrations. Mount Forest has a daily average of 13 registrations. Staff will receive training to help them with any special needs of the campers.

RESOLUTION REC 2019-027

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Recreation and Culture Committee receive Report RAC 2019-009 Wellington North Summer Day Camp Program Update

CARRIED

4. RAC 2019-010 Wellington North Aquatics Update

Larissa Lamont, Aquatic Supervisor, started at the end of April, to begin preparing the pools, paperwork and staff training. Weather has delayed concrete painting in Arthur. It is planned to have the pools filled and functional by June 10. She is confident that we will be able to host the Swim to Survive Program in the future.

RESOLUTION REC 2019-028

Moved: Deputy Mayor Milne

Seconded: Councillor Burke

THAT the Recreation and Culture Committee receive Report RAC 2019-010 Wellington North Aquatics Update.

CARRIED

5. TR2019-009 being a report on pool facility communication tool requirements

Adam McNabb, Director of Finance, reviewed the technology requirement for the pools and explained that landlines at the pools is a legislated requirement for emergency 911 purposes. With increased reliance on internet technologies for communication across the Township, there is a need to have information technology tools at both pool facilities.

RESOLUTION REC 2019-029

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Recreation and Culture Committee receive Report TR2019-009 being a report on pool facility communication tool requirements

CARRIED

6. RAC 2019-011 Trail Committee Update

The Mount Forest Trail Committee met on May 1 to discuss moving forward with focusing on signage and better mapping this year. The Arthur Trail Committee requested that garbage be removed from an area that has been used for dumping and “No Dumping” signs be installed. Gravel will be added to the trail. A Molok waste container has been installed in Arthur and the rest will be installed shortly.

RESOLUTION REC 2019-030

Moved: Deputy Mayor Milne

Seconded: Councillor Burke

THAT the Recreation and Culture Committee receive Report RAC 2019-011 Trail Committee Update

CARRIED

Other Business (verbal)

- Mount Forest Aquatic Fundraising Group
 - Clarification regarding in kind donations and resolution
 - Establishing priorities

The Committee discussed questions from the fundraising group regarding in-kind work for items outlined in Council resolution 2018-401 from November 19, 2018 and multiyear pledges.

A local construction company has volunteered to provide some of the services that the Township included in the 2019 Capital budget through the resolution of Council. Could there be a tradeoff to offset other costs associated with the project?

It was explained that the funds included in the Capital Budget are for services that need to be properly designed, set to municipal standards and have proper records of how it's serviced. Meshing of services with in-kind work gets complicated and increases risk factors if something happens.

At least one local business is interested in doing substantial multiyear pledges to the splash pad. The Lions Club has also pledged a large sum of money over several years. Could the project proceed with this commitment? The splash pad is being built to accommodate three future water features.

Direction from Council is that projects do not proceed with building until all funds are raised. The Township made an exception for the Lions Club and became the bank

for these funds. Once a project is completed fundraising must stop. Canada Revenue Agency rules do not allow the issuing of charitable donation receipts of future pledges. Charitable donation receipts could be issued for the fundraising for future features. The committee supported accepting pledges with an understanding of rules regarding charitable donation receipts.

- Arthur Baseball Diamond A Safety Netting

The Arthur Optimist Club expressed concern for patrons in the pavilion behind Diamond A. Netting has been purchased and staff will install when weather permits.

- Arthur Optimist Pavilion

Staff attended a meeting with Arthur Optimist Club members on site. The interlocking stone on the north side and one-third of the east side is being removed and stone dust will be installed.

Ad Hoc Committee Updates

- Mount Forest Aquatics

Nothing further.

- Arthur Village Skateboard/BMX

The sign has been installed. The Arthur Lions are busy with fundraising projects.

- Lynes Blacksmith Shop

Ownership change has taken place and financial activities will flow through the Township. Work has started on the outside of the structure. Township staff are now responsible for cutting the grass. The Committee is still very active and committed. Someone has offered to pay for and remove the Manitoba maples located in front of the house. The gas tank located in front of the Blacksmith Shop will be filled by certified people. The Committee is working to create a register of items in the shop. Volunteers are welcome to come out and help with projects on Thursdays from 10 am to 12 pm as weather permits. A timeline for events has not been set at this point. The intent is to hold events, demonstrations and school trips. The house will be used for meetings. Use of the facility will be seasonal.

New Business

Tasha Grafos was introduced as part of the Recreation Team.

Roundtable

The next meeting will be held on Tuesday, July 16, 2019 at 8:30 am in the meeting room at the Mount Forest & District Sports Complex.

Adjournment

RESOLUTION REC 2019-031

Moved: Deputy Mayor Milne

Seconded: Councillor Burke

THAT the Township of Wellington North Recreation and Culture Committee meeting of May 28, 2019 be adjourned at 9:40 a.m.

CARRIED



PLANNING REPORT
for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: June 18, 2019

TO: Mike Givens, C.A.O.
Township of Wellington North

FROM: Linda Redmond, Manager of Planning & Environment
County of Wellington

SUBJECT: **Burny Development Inc.**
Kenilworth
Zoning By-law Amendment

Please find attached an amending by-law for the above development. The by-law will amend the existing Residential Site Specific (R1A-93) zone on the subject lands to permit an accessory apartment within the proposed main dwelling or within a detached accessory structure. The by-law also permits an increased height for the accessory structures in order to accommodate the accessory apartments. The amendment also addresses the lands within the draft approved subdivision that are to be used for SWM facilities and park area. This zone amendment is required as a condition of draft plan approval.

Respectfully submitted
County of Wellington Planning and Development Department

A handwritten signature in cursive script, appearing to read "L. Redmond".

Linda Redmond
Manager of Planning & Environment

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER _____.**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH**

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 4 to By-law 66-01 is amended by changing the zoning on lands described as Lot 20, WOSR Division 3 & 4, as shown on Schedule "A" attached to and forming part of this By-law from **Residential Exception (R1A-93)** to
 - **Holding Residential Exception ((H)R1A -93)**
 - **Open Space Exception (OS-93)**

2. THAT Section 33, Exception Zone Rural, is amended by deleting the text in site specific zone 33.93-R3-93 and replacing it with the following new exception:

<p>33.93 Lot 20, WOSR Division 3 & 4</p>	<p>R1A-93 (H)R1A-93 OS-93</p>	<ol style="list-style-type: none"> 1) Notwithstanding any other section of the by-law to the contrary, the lands zoned R1A-93 may also be permitted one accessory dwelling unit. Such unit may be located within the main residence or within a building or structure ancillary to the main residence on the lot, and shall be subject to the following regulations: <ol style="list-style-type: none"> a) The minimum lot area required in this zone shall be 0.5 acres (0.2 ha). b) accessory dwelling units within an accessory building must be located on the second storey of the detached building. c) Notwithstanding Section 6.1.3 a) the height of an accessory building or structure may be a maximum of 6.1 m (20 ft) for the purposes of an accessory dwelling unit on the second storey only. Otherwise the accessory structure must meet the maximum height of 4.57m (15 ft). d) That one additional parking space is provided for the accessory unit 2) Notwithstanding any other section of the by-law to the contrary, the lands zoned R1A-93(H) shall be subject to the following regulations: <ol style="list-style-type: none"> a) Council may pass a by-law removing the holding symbol from the lot once it is satisfied that the use or ownership of the property can be determined. 3) Notwithstanding any other section of the by-law to the contrary, the lands zoned OS-93 may only be used for a passive park and storm water management facility.
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3. 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.
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 AND SECOND TIME THIS _____ DAY OF _____, 2019

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2019

_____.

_____.

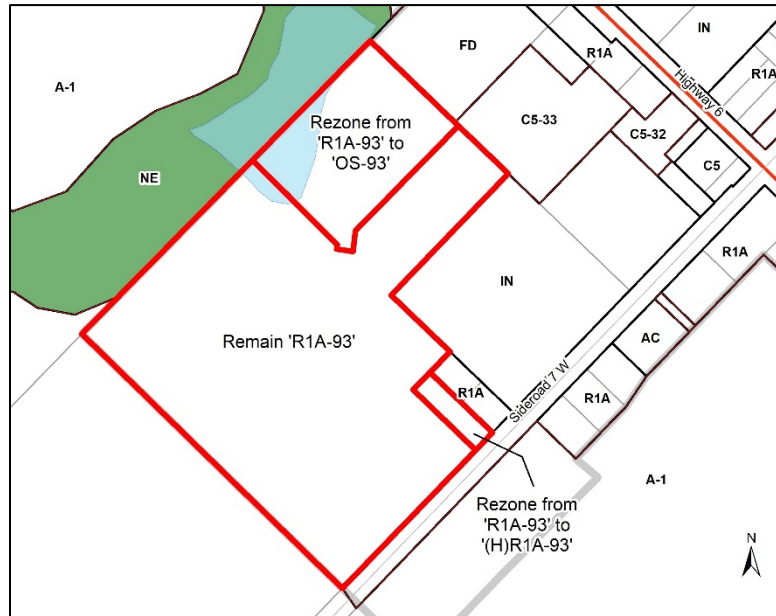
MAYOR

CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO _____.

Schedule "A"



Passed this ____ day of _____ 2019.

MAYOR

CLERK

EXPLANATORY NOTE**BY-LAW NUMBER _____.**

THE LOCATION of the subject lands is described as Lot 20, WOSR Division 3 & 4 and are located in Kenilworth. The lands subject to the amendment are 51.59 ac. (20.88 acres) in size.

THE PURPOSE AND EFFECT of the proposed amendment is to amend existing Residential Site Specific (R1A-93) zone on the subject lands to permit an accessory apartment within the proposed main dwelling or within a detached accessory structure. The applicants are also requesting to permit an increased height for the accessory structures in order to accommodate the accessory apartments. The amendment will also address the lands within the draft approved subdivision that are to be used for SWM facilities and park area. This zone amendment is required as a condition of draft plan approval.



Staff Report

To: Mayor and Members of Council Meeting of June 24, 2019
From: Tammy Pringle, Development Clerk
Subject: DC2019-001, Consent Application B24-19 (2495535 Ontario Inc.)

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2019-001 being a report on Consent Application B24-19 known as 760-762 Waterloo St., PT Park Lot 8, Plan Town of Mount Forest;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B24-19 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 and;

AND FURTHER THAT Council authorizes the Development 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.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is known as 8352 Line 6, Concession 7 E Pt Lot 8, Kenilworth;

Proposed severance is 9.1m fr x 60.4m = 553 square metres, existing and proposed urban residential use with existing semi-detached dwelling.

Retained parcel is 9.1m fr x 60.4m = 553 square metres, existing and proposed urban residential use with existing semi-detached dwelling.

Municipal comments were requested from the Chief Building Official, Director of Operations, Drainage Superintendent and the County of Wellington Planner.

Wellington County planning comments are attached hereto as Schedule "B" and are generally supportive.

FINANCIAL CONSIDERATIONS

The municipality will realize \$1,130.00 in parkland dedication fees and clearance fees.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch, Park of Park Lot 8, South of Waterloo Street, Mount Forest
- APPENDIX B:
 - Jessica Rahim, Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes
 No
 N/A

Which priority does this report support?

Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

WATERLOO STREET

ESTABLISHED BY PLAN OF THE TOWN OF MOUNT FOREST
 PIN 71056 - 0002 (LT)
 20.12m WIDE

**SEVERANCE SKETCH
 PART OF PARK LOT 8,
 SOUTH OF WATERLOO STREET
 TOWN OF MOUNT FOREST
 TOWNSHIP OF WELLINGTON NORTH
 COUNTY OF WELLINGTON**

SCALE 1 : 300



VAN HARTEN SURVEYING INC.

#772

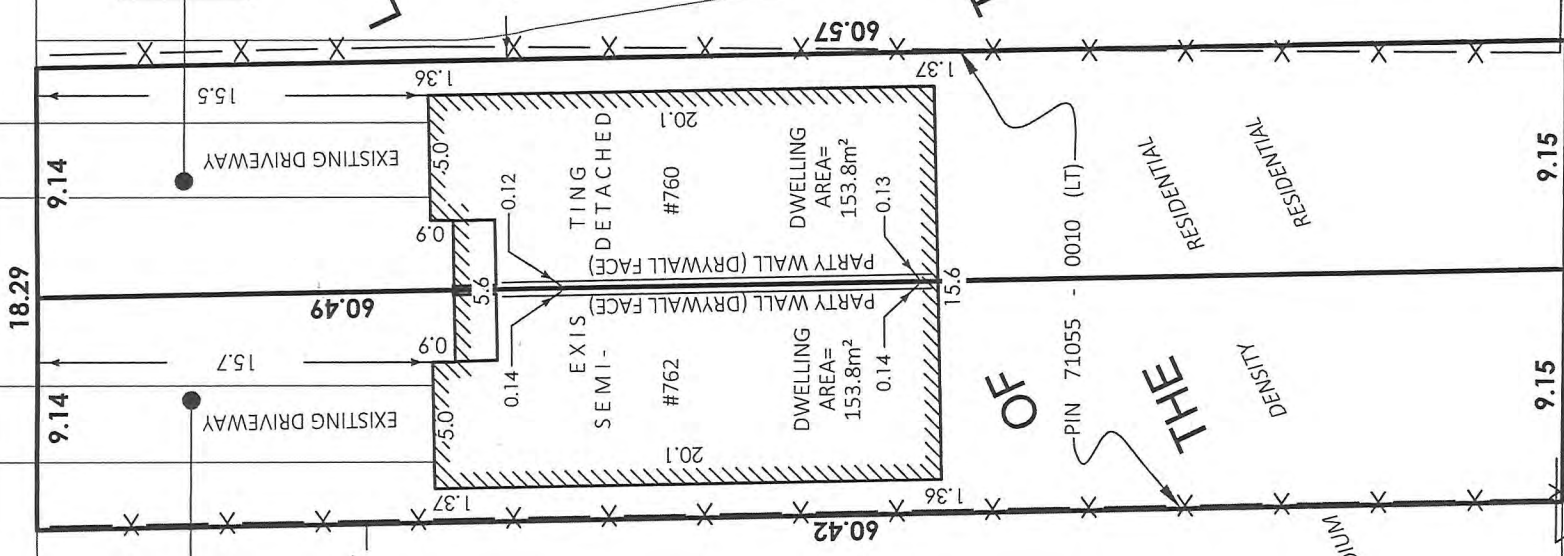
PIN 71055 - 0008 (LT)

**LANDS TO BE SEVERED
 AREA=553±m²**



PIN 71055 - 0009 (LT)

PARK



**LANDS TO BE RETAINED
 AREA=553±m²**



PIN 71055 - 0011 (LT)

THE TOWN OF MOUNT FOREST

SOUTH OF WATERLOO STREET

**LOT 14
 REGISTERED**
 PIN 71055 - 0036 (LT)

PLAN

LOT 13

PLAN

PIN 71055 - 0035 (LT)

LOT 12

413

PIN 71055 - 0034 (LT)

KEYMAP



SUBJECT PROPERTY

NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED MEDIUM DENSITY RESIDENTIAL R2.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF RESIDENTIAL.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.
6. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.

THIS SKETCH WAS PREPARED
 ON THE 22nd DAY OF MAY, 2019.

Jeffrey E. Buisman
JEFFREY E. BUISMAN
 ONTARIO LAND SURVEYOR

Van Harten
 SURVEYING INC.
 LAND SURVEYORS and ENGINEERS

Kitchener Guelph Orangeville
 Ph: 519-821-2763 Ph: 519-821-2763 Ph: 519-940-4110
 www.vanharten.com info@vanharten.com

DRAWN BY: ARN CHECKED BY: JEB PROJECT No. 26912-19

MAY 22, 2019-11:20:22 AM
 G:\MOUNT FOREST\PLAN OF MOUNT FOREST\ACAD\SEV PARK LOT 8 (WILSON) UTM 2010.dwg



APPENDIX B

Application	B24/19
Location	Pt Pk Lot 8, South of Waterloo St. TOWNSHIP OF WELLINGTON NORTH (MOUNT FOREST)
Applicant/Owner	2495535 Ontario Inc.

PRELIMINARY PLANNING OPINION: This application would sever a 553 m² (5952.5 ft²) lot to split the existing semi-detached dwelling unit in the Urban Centre of Mount Forest. A 553 m² (5952.5 ft²) lot with an existing semi-detached dwelling unit would be retained.

We have no concerns with the application as the use is existing with servicing and safe driveway access. This application is consistent with Provincial Policy and generally conforms to the Official Plan; we have no concerns.

A PLACE TO GROW: No Issue.

PROVINCIAL POLICY STATEMENT (PPS): No Issue

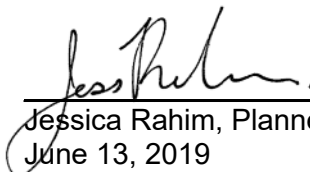
WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL and located within the urban centre of Mount Forest according to Schedule A6-1 of the Official Plan. Section 10.6.2 states that new lots may be created in Urban Centres provided that the land will be appropriately zoned.

The subject property is currently zoned Medium Density Residential (R2) with an existing semi-detached dwelling on the subject property. The proposed new lots are already appropriately zoned and would meet the minimum lot area and frontage requirements.

The matters under section 10.1.3 were also considered.

WELL HEAD PROTECTION AREA: The subject property is not located within a Well Head Protection Area.

LOCAL ZONING BY-LAW: The subject property is currently zoned Medium Density Residential (R2) zone. Both the severed and retained lands meet the minimum lot area and frontage requirements for semi-detached dwelling units on a separate lot in the Residential zone.



Jessica Rahim, Planner
June 13, 2019



Staff Report

To: Mayor and Members of Council Meeting of June 24, 2019
From: Tammy Pringle, Development Clerk
Subject: DC2019-002, Consent Application B25-19 (Haennel)

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2019-002 being a report on Consent Application B25-19 known as 8352 Line 6, Conc 7 E PT LOT 8, Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B25-19 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 enter into an agreement apportioning future maintenance costs on Drain 36;
- **THAT** the retained lands be rezoned to restrict residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department; and,
- **THAT** zoning compliance be achieved for the severed lands to recognize the side yard deficiencies for the hobby barn to the satisfaction of the Local Municipality and the County of Wellington Planning and Development department.

AND FURTHER THAT Council authorizes the Development 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.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is known as 8352 Line 6, Concession 7 E Pt Lot 8, Kenilworth;

Proposed severance is 2.0 hectares with 95m frontage, existing and proposed rural residential use with existing dwelling, barn, sheds & pond.

Retained parcel is 37 hectares with 165m frontage, existing and proposed agricultural use.

Municipal comments were requested from the Chief Building Official, Director of Operations, Drainage Superintendent and the County of Wellington Planner.

Wellington County planning comments are attached hereto as Schedule "B" and are generally supportive.

FINANCIAL CONSIDERATIONS

The municipality will realize \$1,130.00 in parkland dedication fees and clearance fees.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch, Part of Lot 8, Concession 7 (West Luther)
- APPENDIX B:
 - Jessica Rahim, Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

 No

 N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



APPENDIX B

Application	B25/19
Location	Part Lots 8, Concession 7 TOWNSHIP OF WELLINGTON NORTH (WEST LUTHER)
Applicant/Owner	Donald Haennel

PLANNING OPINION: This application would sever a 2.0 ha (4.95 ac) parcel with an existing dwelling, barn, sheds and pond. A vacant 37 ha (91.4 ac) agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

The retained parcel has an identified Key Hydrologic Feature, which requires a minimum 30 metre setback from the proposed severed parcel. The severed parcel appears to be larger than required for residential purposes. Staff recommend the severed parcel be reduced to approximately 1.39 ha (3.4 ac), which will meet Provincial Policies and generally conform to the Official Plan.

If the applicant wished to proceed with the consent as proposed, Staff recommend deferral until a hydrologic evaluation is completed. This evaluation will further define the features to determine where the 30 metre vegetative buffer should be established. This will then determine where the severed parcel can be configured in order to meet the Growth Plan policies.

If the reduced lot recommended by Staff is considered by the Committee, the application is consistent with Provincial Policy and generally conforms to the Official Plan. We have no concerns with the reduced lot configuration provided that the following matters are addressed as conditions of approval:

- a) That the retained lands be rezoned to restrict residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department; and,
- b) That zoning compliance be achieved for the severed lands to recognize the side yard deficiencies for the hobby barn to the satisfaction of the Local Municipality and the County of Wellington Planning and Development department.

A PLACE TO GROW: The 2019 Growth Plan for the Greater Golden Horseshoe, which replaced the 2017 Growth Plan, came into effect in May 2019. The associated policies of the Growth Plan apply to the natural heritage system mapped in the County Official Plan. All planning decisions are required to conform with the Growth Plan.

The retained lands contain a Key Hydrologic Feature, which is identified on the survey sketch as a stream. As per Section 4.2.4, the proposed severed parcel is required to maintain a minimum 30 metre vegetative protection zone from the feature. The proposed severed lot could be reconfigured in order to meet these requirements. See figures 1 & 2 below. Alternatively, a hydrologic evaluation could be required in order to establish an appropriate 30 metre buffer location. Staff preference would be to see the severed lot reduced in size in order to meet the Growth Plan policies.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for: c) a residence surplus to a farming operation...

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. According to section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- “a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and



- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.”

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), d) and e). Item f) can be addressed as a condition of approval. In terms of the overall farm operation, we have been provided with a Farm Information Form dated May 10, 2019, which includes a list of other farm holdings owned by the intended purchaser (West Grey Acres), which demonstrates that this application would constitute a farm consolidation.

In regards to item c) the proposed severed parcel appears to be larger than required for residential purposes. Staff recommendation is for the lot to be reduced in size, and have the pond remain on the retained agricultural parcel to allow access to the field to the east of the dwelling.

The matters under section 10.1.3 were also considered.

WELL HEAD PROTECTION AREA: The subject property is not located within a Well Head Protection Area.

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A), Agricultural site specific (A-1), and Natural Environment (NE) zone. The retained lands will need to be rezoned to restrict residential development as a condition of approval. Both the severed and retained lands meet the minimum lot area and frontage requirements of the Agricultural zone. The survey indicates 4 accessory buildings on the proposed severed lot that total approximately 162.5 m² (1,750 ft²). This meets the current zoning by-law requirements, which permits up to 311 m² (3,350 ft²) for accessory buildings.

The survey also indicates a 75 m² (807 ft²) shed/hobby barn on the proposed severed lot. The severed parcel is zoned Agricultural site-specific (A-1) which permits a hobby barn. If the barn is to remain on the severed parcel, zoning compliance is required for a reduced setback to the lot lines for the hobby barn.



Jessica Rahim, Planner
June 18, 2019



Figure 1: applicants proposal to sever a 2.0 ha (5 ac) parcel under the surplus farm severance policies



Figure 2: staff recommendation for a reduce severed parcel approx. 1.39 ha (3.4 ac) in size under the surplus farm severance policies.



Communiqué



From the desk of:

May, 2019 # 067

Fire Chief.

1. Please review Directive 006-19. This Directive is a very important part of our communication efforts in the WNFS.
2. **Reminder.** Please ensure the Equipment Maintenance & Repair form is completed in detail. The item should be tagged and info placed on the white board. We will repair or service the equipment as soon as possible. We need your help! Please review Directive 001-19.
3. **NEW** 400 MHz portable radios have been installed in P121, T127, P91, T97. Car 1 and Car 2. These portable radios can be used when we respond into Mapleton, CW, or Minto. As you are aware they are on UHF and we will be on VHF. We will **NOT** be switching to UHF. They are reasonably easy to use, however instruction will be provided by the Deputy Chiefs.
4. Squad 122 has just received a seat up-grade. **Two 911** seats were donated to us from a neighbouring Fire Service. We can now respond with a compliment of seven vs five. SCBA are in place and we are ready to go.
5. Tiered Medical Response Agreement going before Council June 24th, 2019. More to follow.

FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to June 1 for the years 2018 and 2019				
	<i>2018</i>		<i>2019</i>	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except Federal and First Nations properties) from January 1 to June 1.	-	-	-	-
Fatal fires on Federal or First Nations properties from January 1 to June 1.	-	-	-	-
Total	-	-	-	-

NO INFO AVAIABLE FROM OFM



Communiqué



May Fire Report 2019

ARTHUR STATION:

The Arthur Station responded to 11 calls for assistance during the month.

Practice/ Meetings:

May 14, 2019 (18) members were present

May 21, 2019 (15) members were present

MOUNT FOREST STATION:

The Mount Forest Station responded to 13 calls for assistance during the month.

Practice/ Meetings:

May 7, 2019 (17) members were present

May 21, 2019 (19) members were present

May 28, 2019 (17) members were present

Respectfully submitted page 2 and 3

Bill Hieber



Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	5	Town (5)	9	Town (7)
				West grey (1)
				Township (1)
Toaster Fire	1	Town (1)	1	Town (1)
Compactor Fire	1	Town (1)	1	Town (1)
Controlled Fire Complaint	1	Township (1)		
Motor Vehicle Collision	1	Town (1)	1	Southgate (1)
Fire Alarm	1	Town(1)	1	Town (1)
C/O Smoke				
Explosion with Tar Kettle	1	Town (1)		



Communiqué



Fire Prevention/Public Education

FIRE SAFETY PRESENTATIONS

Mother of pre-schoolers Baptist Church
Arthur Duck Race
M.F. Station Hall Tour

FIRE SAFETY INSPECTIONS

Arthur Lions Mobile Trailer
351 Sligo Road M.F.
150 Elgin Street North M.F.
118-194 Normanby Street South M.F.
Fries on the Side M.F.
267-271 Main Street South M.F.
160 Georgina Street A.V.
257 Main Street South M.F. Follow up

FIRE INVESTIGATIONS

FIRE SAFETY COMPLAINT INSPECTIONS

FIRE SAFETY PLAN REVIEWS

351 Sligo Road M.F.
150 Elgin Street North M.F.
118-194 Normanby Street South M.F.
160 Georgina Street A.V.
257 Main Street South M.F.
118 Preston Street A.V.
101 Mount Forest Drive M.F.

VULNERABLE OCCUPANCY FIRE DRILLS

BURN PERMIT SITE INSPECTIONS

9324 HWY 6
7572 Mitchel Drive

BURN COMPLAINTS

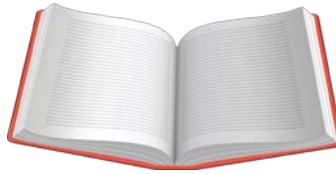


Communiqué



“TEST YOURS *TODAY*”

“*SAVING LIVES THROUGH EDUCATION*”



Please have all monthly reports submitted by the 5th of each month to:

Next Communiqué will be July, 2019



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519.848.3620
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 24, 2019**

FROM: DAVID GUILBAULT, FIRE CHIEF

**SUBJECT: FIRE 2019- 002 BEING A REPORT ON A MEMORANDUM OF
UNDERSTANDING BETWEEN THE WELLINGTON NORTH FIRE
SERVICE AND GUELPH WELLINGTON PARAMEDIC SERVICE**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report FIRE 2019- 002 being a report to enter into a Memorandum of Understanding (MOU) between the Wellington North Fire Service and Guelph Wellington Paramedic Service;

AND FURTHER THAT the Chief Administrative Officer and the Fire Chief be authorized to sign the MOU.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The origin of most “tiered response agreements” began in 1994 when the Ontario Pre-hospital ‘Advanced Life Support Study’ (OPALS) selected 15 communities in Ontario to trial Advanced Care Paramedic practice. Part of the evaluation criteria of this study required a 6 minute response to cardiac arrest calls which, generally due to lack of ambulance resources, many of the selected communities could not rely on ambulance resources alone. As a result, voluntary agreements were requested by ambulance services to the local fire service to support response to cardiac arrests. The fire services selected were full-time career departments.

Voluntary agreements were eventually replaced with formal agreements with the Ambulance Service, Central Ambulance Communication Centre and the local fire service. The Township of Wellington North has had Memorandums of Understanding or Letters of Agreement in place prior to 2008, whereby the WNFS would respond to assist EMS.

The Township of Wellington North Establishing and Regulating By-law number 037-18 addresses the WNFS response to medical assists calls.

In 2018, the WNFS responded to 140 calls to assist EMS. Of those calls, the fire service was cancelled enroute or upon arrival 39 times. No patient care or assistance to paramedic crews was provided.

Providing fire service support to EMS is an extremely important community service as we assist with positive patient care and positive patient outcome. Unfortunately, the WNFS has been requested to respond to numerous calls that are non-life threatening. A few examples of non-life threatening, non-urgent calls are indicated below, where the WNFS did not provide any care or assistance to EMS.

1. Feb 2/19. Mount Forest. Generally unwell, fever.
2. Feb 6/19. Arthur. Abdominal pain.
3. Feb 8/19. Mount Forest. Generally unwell. Male patient was worried he would miss his appointment at hospital. Scooter battery dead and he had no transportation.
4. Feb 9/19. Arthur. Lift Assist. Person needed to be put back in chair.
5. Feb 11/19. Mount Forest. Behavioural issue.
6. Feb 12/19. Mount Forest. Patient drowsy. Generally unwell.
7. March 7/19. Mount Forest. Generally unwell. Leg pain.
8. March 8/19. Mount Forest. Patient required transport to hospital to have an x-ray.
9. March 11/19. Mount Forest. Behavioural issue.

The *Cambridge Ambulance Communications Centre* has advised the WNFS that these calls will increase due to Guelph Wellington Paramedic Service deployment plan and the current fire tiered agreement. They are to facilitate meal breaks for the crews during their lunch period. Due to ambulance delay (ambulance crews on lunch break), fire will be tiered to all calls that have a response time of greater than **15** minutes.

In 2012, a Memorandum of Understanding for the Activation of Tiered Response was signed by the Wellington North Fire Service and Guelph Wellington Emergency Medical Services, and this agreement is still in place today.

In November 2018, the Wellington County Fire Chiefs agreed to have the Tiered Response Agreement changed. To date, this has **not** occurred. Please see attached the 2012 agreement Appendix A and the proposed 2019 Wellington North Fire Service Memorandum of Understanding Appendix B.

Our fire service is getting push-back from business owners who allow firefighters to leave work and respond to emergency calls. Many do not agree with firefighters leaving work to respond to calls with lights and sirens to the examples listed above. Firefighters are dedicated individuals who deeply care about their community. They will be there to assist, when and wherever, possible. However, members of the business community and firefighters truly believe that these type of responses are an inappropriate use of fire equipment and resources. With regard to these particular responses, we are not providing positive patient care and positive patient outcomes.

One of the significant changes to the agreement is that WNFS will **not** respond to Code 3 calls (generally unwell, leg pain, lift assists, drowsy, etc.)

We would respond to any code 4 calls (immediate threat to life, burns, electrocution, VSA, etc.) or other code 4 calls where there would be a significant delay (greater than 20 minutes) from the time that the call is received by CACC until the arrival of the ambulance. It is believed we can deliver a more cost effective and efficient service to the community we serve.

FINANCIAL CONSIDERATIONS

There is a \$245.00 cost of an ambulance patient transport to a hospital in Ontario. This is covered under OHIP with the exception of a co-payment fee of \$45.00. The patient is invoiced directly for this fee.

In 2018, the total Wellington County levy was \$95,079,100. The ambulance levy was \$4,614,400. The Township of Wellington North (county taxation collected & remitted) portion was \$9,061,662. The ambulance portion was \$439,782.59.

In 2018, the WNFS responded to 388 calls for service. Of those calls, 140 (36%) were to assist EMS. The cost to the local rate payer was approximately \$45,000. With respect to the 140 assist calls, 39 (28%) of those calls, the fire service did not provide any patient care or assist EMS. They were either cancelled enroute or upon arrival by EMS. The 28% of no service provided had a budget impact of approximately \$13,000.

The WNFS has allocated \$9,000 annually to train and certify firefighters in standard first aid, CPR/defib, etc. Approximately \$1,000 is paid to firefighters for lost wages as some firefighters are not paid by their employer when they leave work to respond to medical assist calls.

STRATEGIC PLAN

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

Yes

No

N/A

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

PREPARED BY:	RECOMMENDED BY:
<i>David E. Guilbault, Fire Chief</i>	<i>Michael Givens, CAO</i>
DAVID E. GUILBAULT FIRE CHIEF	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER

2012 Memorandum of Understanding for the Activation of Tiered Response

Wellington North Fire Service agrees to respond to the following medical emergencies within its response area when tiered by Cambridge Central Ambulance Communications Centre on behalf of Guelph Wellington Emergency Medical Service:

Tiered Response Criteria:

1. **Any Code 4 response triggered in the Primary Assessment** including:
 - a) Obvious Immediate Threat to Life (OIT) or VSA (Primary Assessment)
 - b) Choking, Not Breathing, Severe Respiratory Distress, Unconscious (Primary Assessment)
 - c) Airway/Breathing Compromise (Primary Assessment)
2. **Burns/Electrocution/Inhalation** (as per card 8, code 4 response)
3. **Near Drowning** (as per card 14, code 4 response)
4. **Motorized Vehicle Collision** (as per card 24, code 4 response)
5. **Penetrating Trauma** (as per card 27, code 4 response)

Tiered Response Criteria when the ambulance response time is greater than 15 minutes

1. **Breathing Problem** (as per card 7, code 4 response)
2. **Chest Pain / Heart Problem** (as per card 11, code 4 response)
3. **Convulsion / Seizure** (as per card 12, code 4 response)
4. **CVA Stroke** (as per card 20, code 4 response)
5. **Decreased Level of Consciousness / Unconscious** (as per card 30, code 4 response)
6. **Blunt Trauma / Assault** (as per card 28, code 4 response)

Wellington North Fire Service also agrees to respond to any calls involving accidents on farms or at industrial establishments.

In addition to these initial Tiered Response criteria, Wellington North Fire Service agrees to respond to any calls, including code 3 calls, where there will be a significant delay (greater than 15 minutes) in the arrival of the ambulance.

Wellington North Fire Service also agrees to respond to any calls where paramedics on a call request the assistance of Fire personnel.

Notes

- a) Guelph Wellington EMS will ask that Cambridge Central Ambulance Communications Centre tier Wellington North Fire Service within sixty (60) seconds of indication of a tierable call and committing the call to the CACC System (for all call types identified above).

Appendix B

2019 Memorandum of Understanding for the Activation of Tiered Response

Wellington North Fire Service (Arthur and Mount Forest stations) agrees to respond to the following medical emergencies within its response area when tiered by Cambridge Central Ambulance Communications Centre on behalf of **Guelph Wellington Paramedic Service**:

Tiered Response Criteria:

1. **Any Obvious Immediate Threat to Life (OIT) or VSA** (determined during the Primary Assessment)
2. **Burns/Electrocution/Inhalation** (as per card 8, code 4 response)
3. **Near Drowning** (as per card 14, code 4 response)
4. **Motorized Vehicle Collision** (as per card 24, code 4 response)
5. **Penetrating Trauma** (as per card 27, code 4 response)

In addition to the above initial Tiered Response criteria, the Wellington North Fire Service agrees to respond to any code 4 call where there will be a significant delay (**greater than 20 minutes**) from the time that a call is received by CACC until the arrival of the ambulance.

The Wellington North Fire Service also agrees to respond to any calls involving accidents on farms or at industrial establishments.

NOTES:

- a. Guelph Wellington Paramedic Service will ask that Cambridge Central Ambulance Communications Centre tier Wellington North Fire Service within sixty (60) seconds of indication of a tierable call and committing the call to the CACC System (for all call types identified above).
- b. Cambridge CACC **shall not** tier the Wellington North Fire Service to Nursing Homes, Medical Clinics, Medical Facilities or Retirement Homes where there is a Medical Doctor (MD), Registered Nurse (RN) or Registered Practical Nurse (RPN) on scene with access to oxygen.

NOTE: All Vital Sign Absent calls will be tiered regardless if there is a MD, RN or RPN on scene with access to oxygen.

- c. This agreement acknowledges that fire emergencies take priority over requests for tiered response, but the Wellington North Fire Service may respond to the call types identified above if not already engaged and having acknowledged acceptance of the

tiered call. The Wellington North Fire Service may refuse to respond to any medical assist call. This will be at the discretion of the Fire Chief or his designate. The Wellington North Fire Service **shall not** be tiered for Lift Assists.

- d. During declared municipal or provincial emergencies, the emergency takes priority and this Memorandum of Understanding (MOU) may be amended as necessary.
- e. In the event of a conflict or the need to clarify issues arising from this MOU, the parties agree that they will first attempt to resolve such issues at an operational level. Failing which and for any other purposes regarding this MOU, the following individuals shall be the contacts for formal resolution:

Contact for the City of Guelph:
 Stephen Dewar
 Chief / General Manager
 Guelph Wellington Paramedic Service
 City of Guelph Public Services
 519 822-1260 ext. 2805

Contact for the Wellington North Fire Service:
 David E. Guilbault, Fire Chief
 Wellington North Fire Service
 381 Main Street N, Box 366
 Mount Forest ON. N0G 2L0
 Tel: 519.323.1441

- f. This MOU shall commence on the date signed by both parties and continue on an annual basis, renewed automatically unless terminated in writing effective thirty (30) days from the date of receipt of the official notice.

For Wellington North Fire Service:

 David E. Guilbault
 Fire Chief

 Date

 Micheal Givens
 Chief Administrative Officer

 Date

For Guelph Wellington Paramedic Service:

 Stephen Dewar
 Chief – General Manager

 Date



7490 Sideroad 7 W, PO Box 125,
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 24, 2019**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2019-12 BUILDING PERMIT REVIEW
PERIOD ENDING MAY 31, 2019**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2019-12 being the Building Permit Review for the period ending May 31, 2019.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. CBO 2019-11 Building Permit Review Period Ending April 30, 2019

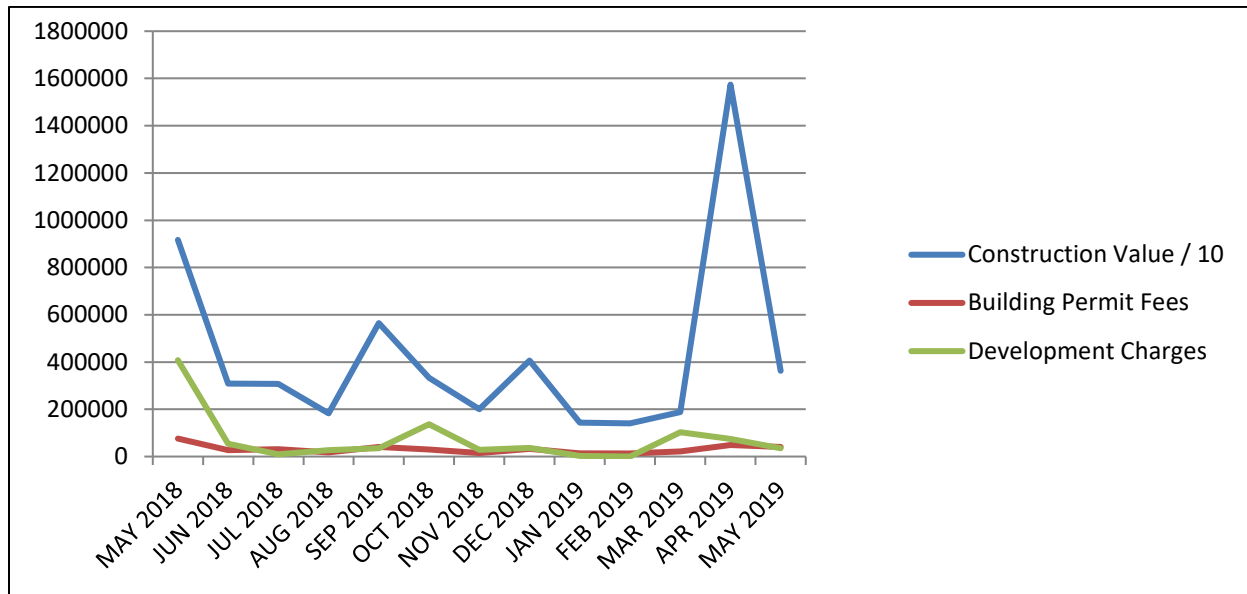
BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	2	400,000.00	6,000.00	2,954.00
Multi Family Dwelling	1	500,000.00	4,400.00	32,900.40
Additions / Renovations	1	4,400.00	260.00	0.00
Garages / Sheds	6	234,000.00	3,654.12	0.00
Pool Enclosures / Decks	2	60,000.00	390.15	0.00
Commercial	2	14,500.00	448.50	0.00
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00

Institutional	2	802,800.00	9,974.96	0.00
Agricultural	11	1,577,000.00	14,236.95	0.00
Sewage System	2	33,800.00	1,040.00	0.00
Demolition	2	4,500.00	260.00	0.00

Total May 2019	31	3,631,000.00	40,664.68	35,854.40
Total Year to Date	81	24,084,750.00	137,436.35	215,771.80

12 Month Average	19	3,927,066.67	27,691.06	45,233.55
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10 Year Monthly Average	32	4,738,890.00	41,741.28	81,156.69
10 Year, Year to Date Average	85	12,331,678.90	107,864.85	189,473.88

FINANCIAL CONSIDERATIONS

None.

STRATEGIC PRIORITIES

The Township of Wellington North will continually strive to provide the best service(s) possible, within the available resource base, with a focus on proactively identifying and meeting key community needs, investing in our team, and communicating broadly with property owners, residents, employees and visitors.

Strategic Areas of Focus

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

- The information provided in this report reinforces the findings of the Community Growth Plan

PREPARED BY:

RECOMMENDED BY:



Mike Givens

**DARREN JONES
CHIEF BUILDING OFFICIAL**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



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

www.wellington-north.com 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF June 24th, 2019**

FROM: DALE SMALL, Economic Development Officer

SUBJECT: REPORT EDO 2019-014 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-2019-014 dated June 24th, 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 Mount Forest Downtown Revitalization Committee recommendations to utilize \$30,000 of the Main Street Revitalization Funding to support the following programs:

- \$15,000 Signage
- \$10,000 Streetscaping and Landscaping Improvements
- \$ 5,000 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
- EDO 2019-11 Main Street Revitalization Funding (Arthur) April 29th, 2019

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 Funding.

On April 29th a report came to council outlining the focus of the Main Street Revitalization recommendations for downtown Arthur and at that time council approved up to \$40,500 in funding to support these programs. The Arthur committee is now working towards implementation of these programs and are excited about the improvements that will be made.

While the Mount Forest committee has struggled to meet quorum, we are pleased to say that at our May 30th meeting a number of recommendations have been put forward and are included in this report for council approval. One of the challenges the committee needs to address is the lack of participation and involvement from the BIA. The BIA has struggled with membership over the past few years and two of the three members who we had hoped would support the Downtown Revitalization Committee resigned before the last meeting. In what we hope to be a positive step in moving forward and supporting the BIA Councilor Burke and myself have reached out to them and we will continue to work with them towards resolution.

The minutes from the May 30th Mount Forest Downtown Revitalization Committee Meeting are also included in the June 24th 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 \$15,000)

1) **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 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.

This recommendation is identical to the one approved for the Arthur Downtown Revitalization Committee and no additional funding is required. Following is an example of a full window graphic.



2) **Gateway Signage** (Ingredient 12 Community Gateways)

Gateway signage is an important first impression and can positively or negatively reflect on our downtown. The committee feels some funding should be spent on a program to refresh our Gateway signage at all four entrances into Mount Forest. The program will also include responsibility for the ongoing maintenance and upkeep:

- Mount Forest Gateway/Entrance Signage
- Community & Service Group Signage
- Churches of Mount Forest Signage

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

Promoting perpendicular or Blade Signage in our downtown is a key priority. Businesses should promote, on blade signage, their key “lure” as well as their name. Preference is for Blade signage to be consistent in height and width so as not to create sign clutter however the committee has agreed to not put definitive standards around this.

Costs can vary from \$500 upwards depending on graphics, sophistication of the metal structure, etc. In order to support local businesses who are willing to participate in this program it is recommended that up to 75% of the cost be covered through grant funding (50% CIP and 25% Main Street Revitalization) and 25% from the Business Owner. This recommendation is identical to the one approved for the Arthur Downtown Revitalization Committee and no additional funding is required. To date four Mount Forest businesses have accessed this program.



Streetscaping and Landscaping improvements (Total funding requested is \$10,000)

4) ***Programmed Plaza*** (Ingredient 11 Programmed Plaza & 19 Constant Activity)

The committee is very committed to establishing a downtown gathering place for the community to enjoy and connect. There is also a desire by the committee to work hard and support events that will result in more constant activity taking place in our downtowns. The initial plan is to try and provide live entertainment on Friday evenings in downtown Mount Forest. This will also support the extended business hours promotion that will get covered off later in this report.

The alleyway beside the Mount Forest library has been identified as the preferred location as this alleyway is owned by the Municipality and the parking spaces and lot are owned by Wellington County. The committee has reached out to 88.7 The River who are very supportive of the initiative and will work with the committee to provide the audio equipment as well as coming up with the entertainers.

On a longer-term the committee would like to identify a more permanent location for the plaza in order to be able to install benches, tables, gazebo etc. and to make it a location for ongoing events in our downtown.



5) **Benches, Planters Colorful chairs and tables**

(Ingredient 18 Curb Appeal)

Beautification and enhancing curb appeal is a key priority area and we feel strongly that the installation of more benches, tables and chairs would result in a major visual and welcoming improvement to our Downtown.

Your Town Rising are strong supporters of this type of program and suggest that *“When a shop puts out some colourful seating, adds some nice planters and uses a blade sign to grab attention and interest ... people are drawn inside and end up making purchases!”* We hope to be able to incent some of our downtown businesses to support this program like they have been able to do in downtown Bowmanville.



Marketing Plan Implementation

(Total funding requested is \$ 5,000)

6) *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 will be an attempt to encourage Main Street businesses to stay open to 8:00pm on Friday 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.

Having live entertainment each Friday evening in our downtown will be a key part of this marketing and promotion campaign.

7) *Simply Explore Program*

(Ingredient 2 Strong Brand and Retail Focus)

Every community has different features, so each community needs its own special branding. In Mount Forest, while we do not want to throw away our Instagram Worthy Place of “High, Healthy & Happy” the committee has agreed that they would like to move forward with the “Simply Explore” theme for the community.

Part of the focus will be coming up with suggestions and locations that would make people stop, take pictures and “simply explore” our beautiful community. It is also the intent of the committee that the Simply Explore “compass” that has been defined by Wellington North would be used on all signage within the Town of Mount Forest.

FINANCIAL CONSIDERATIONS

With this request a total of \$70,500 in funding will have been approved:

- \$40,500 in funding for the Arthur Downtown Revitalization Committee recommendations
- \$30,000 in funding requested by the Mount Forest Downtown Revitalization Committee
 - \$15,000 Signage
 - \$10,000 Streetscaping and Landscaping Improvements
 - \$ 5,000 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 2019 EDO Operating Budget for Downtown Revitalization

A number of the expenditures is dependent on business owners, building owners and others stepping up and utilizing the program. (Blade signage, benches, Speech bubbles, etc.) Should this occur, which we hope it does, we would recommend that the shortfall of approximately \$11,500 be funded from the 2020 BR+E implementation fund.

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

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Dale Small

Mike Givens

DALE SMALL ECONOMIC DEVELOPMENT OFFICER	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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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

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 24TH, 2019**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

**SUBJECT: REPORT EDO 2019-016
Community Initiated Project Program**

RECOMMENDATION

That the Economic Development Officer report EDO 2019-016 dated June 24th, 2019 being a report on the Community Initiated Projects Program be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approves one-time grants under the Community Initiated Projects Program as follows:

- \$7,500 or 50% of the costs to the Royal Canadian Legion Branch Mount Forest to support the installation of an electronic sign
- \$2,000 to install a culvert off of Preston Street in Arthur in support of the Community Gardens being built at Musashi Auto Parts Canada Inc

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North does not approve a grant in the amount of \$5,000 to support the Fathers Heart Healing Ministries application for funding to assist with the Beauty for Ashes Transformation House.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

EDO 2019-005 dated March 25th, 2019

BACKGROUND

Established in 2016 the purpose of the Community Initiated Projects program is to enable the municipality to partner and provide funding to Organizations and Groups pursuing the delivery of new or additional services and/or programs in Wellington North. This program supports the

Township of Wellington North's Strategic Priorities where we identified the need "To explore new strategic partnerships in order to meet the service needs of our community".

In order to be eligible for funding the applicant must meet clearly defined criteria and the programs or services being considered must serve clearly identified community needs not already adequately addressed by another organization, be it government or corporate.

Since 2016 the Community Initiated Project program has become quite popular and an overview of the projects approved by council to date is as follows:

YEAR	# of Approved Projects	
2017	1	Mount Forest Lions Club; Playground Upgrades
2018	5	Arthur Minor Ball; Diamond C construction Mount Forest Minor Ball; Batting Cage relocation Friends of Pickleball; Mount Forest Seniors Centre for Excellence; New Programming Wellington Heights Secondary School; Community Gardens
YTD 2019	2	Arthur Royal Canadian Legion; Electronic Sign Mount Forest Lions Club; Sports Complex Electronic Sign

Three additional applications are included in this report which would bring the number of 2019 applications to five. As required under the policy guidelines all applications are first reviewed by the Senior Management Team and this took place on June 19th. The decision matrix used to assist in the decision-making process is attached to this report for council's information.

OVERVIEW

1) On June 7th an application was received from the **Royal Canadian Legion, Mount Forest** to assist with the purchase of an electronic sign. The request is for \$7,500 representing 50% of the overall projected costs. A copy of the decision matrix reviewed by the Senior Management team is attached. Due to the recent reconstruction of King Street in Mount Forest the old sign that had been in place at the Legion had to be removed and is no longer useable. In it's place the Legion would like to install an electronic sign, similar to the one being installed by the Arthur Legion. Recommendation is to support this project with a 50% contribution up to a maximum expenditure of \$7,500.

2) Over the past few months we have been supporting **Musashi Auto Parts Canada Inc.** who are building a Community Garden in Arthur. The location of the Community Garden is on the south west corner of their property with access off of Preston Street. As part of the discussions we connected them with Dave Griffiths at WHSS. Council will recall that Dave and his Truth about Youth class helped build a Community Garden last year at WHSS. This connection has worked out again this year and Dave and his students from the Truth about Youth class are working with Musashi on this project. During a recent discussion between staff and Musashi it

became evident that a culvert would need to be installed off of Preston Street in order to enable the Public to get back to the Community Gardens and park their car. While Musashi has not submitted an application for funding it is the Senior Teams recommendation that the installation of this culvert be completed by Municipal staff and the costs associated with this, upwards to \$2,000, be treated as a Wellington North contribution/donation to the project.

3) On May 23rd an application was received from **Fathers Heart Healing Ministries (FHHM)** to assist with expenditures related to their Beauty for Ashes Transformation House (BATH). BATH is a short-term residence for women ages 16 and up, regardless of race, ethnicity, religion or sexual orientation who are transitioning out of human sex trafficking and the sex trade. The request is for \$5,000 and a copy of the application, covering letter, revenue & expense statement along with the senior team decision matrix, is attached for council's information.

A recap of some of the statistical information to assist council in a decision follow:

- In 2018 BATH welcomed 17 residents into the program out of 27 intake forms.
- 6% (1) came from Wellington North
- 17% (3) came from Wellington County
- 42 volunteers support this program locally of which half are from Wellington North
- \$910,850 is the value placed on in-kind donations to run BATH
- \$ 77,969 is the annual operating expense which FHHM fundraises from private donations, 100 Huntley Street and Cinderella's boutique

This is a great program, and we applaud FHHM, in offering this service. We understand the women staying in the home, their families and the community are positively affected by the activities as are the workers and volunteer's facilitating the program. One of the key criteria however for the Community Initiated Project Program is that the service being provided should be to serve clearly identified community needs and we define community as primarily to support Wellington North residents. It is on this criterion that the Senior Team is recommending council not approve the application for funding. Wellington North council do however have the ability to waive this requirement and approve the application should they wish.

FINANCIAL CONSIDERATIONS

In 2019, \$50,000 has been approved in the Capital Budget to support Community Initiated Project applications. Should council wish to approve all three applications \$39,250 in funding will have been allocated to date as follows:

- \$17,250 Mount Forest Lions Club sign for Sports Complex (approved March 25th, 2019)
- \$ 7,500 Arthur Royal Canadian Legion Sign (approved March 25th, 2019)
- \$ 7,500 Mount Forest Royal Canadian Legion Sign
- \$ 2,000 Musashi Auto Parts Canada Inc. Community Gardens
- \$ 5,000 Fathers Heart Healing Ministries

STRATEGIC PLAN

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

XX Yes

No

N/A

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

XX Strategic Partnerships

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

COMMUNITY INITIATED PROJECT: DECISION MATRIX

Applicant/Organization Name: Royal Canadian Legion Mount Forest Branch

Date Application Received:

June 7th, 2019

Name of Project: Outdoor Electronic Sign

Amount of Funding Requested:

50%/\$7,500 (estimate)

Date of Senior Management Team Review: June 19th, 2019

Criteria Number	Criteria	Yes	No	Comments/Additional Explanation
1	Is the applicant eligible as per the definition outlined in the Community Initiated Project Guidelines and how many years has the organization been in existence in our community?	X		The Royal Canadian Legion Mount Forest Branch was established in Arthur in 1928 and currently has upwards to 210 members.
2	Does the proposal serve a clearly identified community need that is not currently adequately addressed?	X		The old sign had to be removed as part of the King Street reconstruction project and will not fit now due to the widening of the road.
3	Will the program or service being recommended be accessible to all residents?	X		Yes, the sign will first be used to promote Legion events however can also be used by others to promote other events/activities taking place in the community.
4	Recognizing the above identify which group or groups will benefit most from this project. (Young families, Youth, Seniors, disabled, general population, etc.)	X		Mount Forest Legion as well as the General Population.
5	Community Initiated Project Grant funding is available to cover up to 50% of eligible costs. What amount is being requested and what is the percentage of the overall cost?			Overall Cost of Project: <u>\$15,000 exc. HST</u> Grant Amount requested: <u>\$7,500</u> Percentage of overall Costs: <u>50%</u>
6	Has the application been properly completed including: <ul style="list-style-type: none"> • Detailed description/explanation of Project • Has the applicant clearly explained their qualifications • Has the need, intent and use of funding been clearly defined • Demonstrated Financial Support, including financial statements & proposed budget provided • Detailed sketch of the proposed change if applicable • Quotes/estimates provided to support project funding 	X		Application has been properly completed and some discussions have already taken place with Municipal staff. With the King Street reconstruction, the existing sign had to be removed and the intent is to now replace it with a digital electronic sign.
7	Will the goods and services to complete the required work be performed by the applicant/local businesses/suppliers?	X		Work will be completed under the supervision of the Mount Forest Legion. Designs and cost estimates are being received from MARCC Signs and Cox Digital LED Sign systems Waterloo who have also been contracted by the Arthur Legion

COMMUNITY INITIATED PROJECT: DECISION MATRIX

Applicant/Organization Name: Musashi Auto Parts Canada Community Garden

Received:

June 10th, 2019

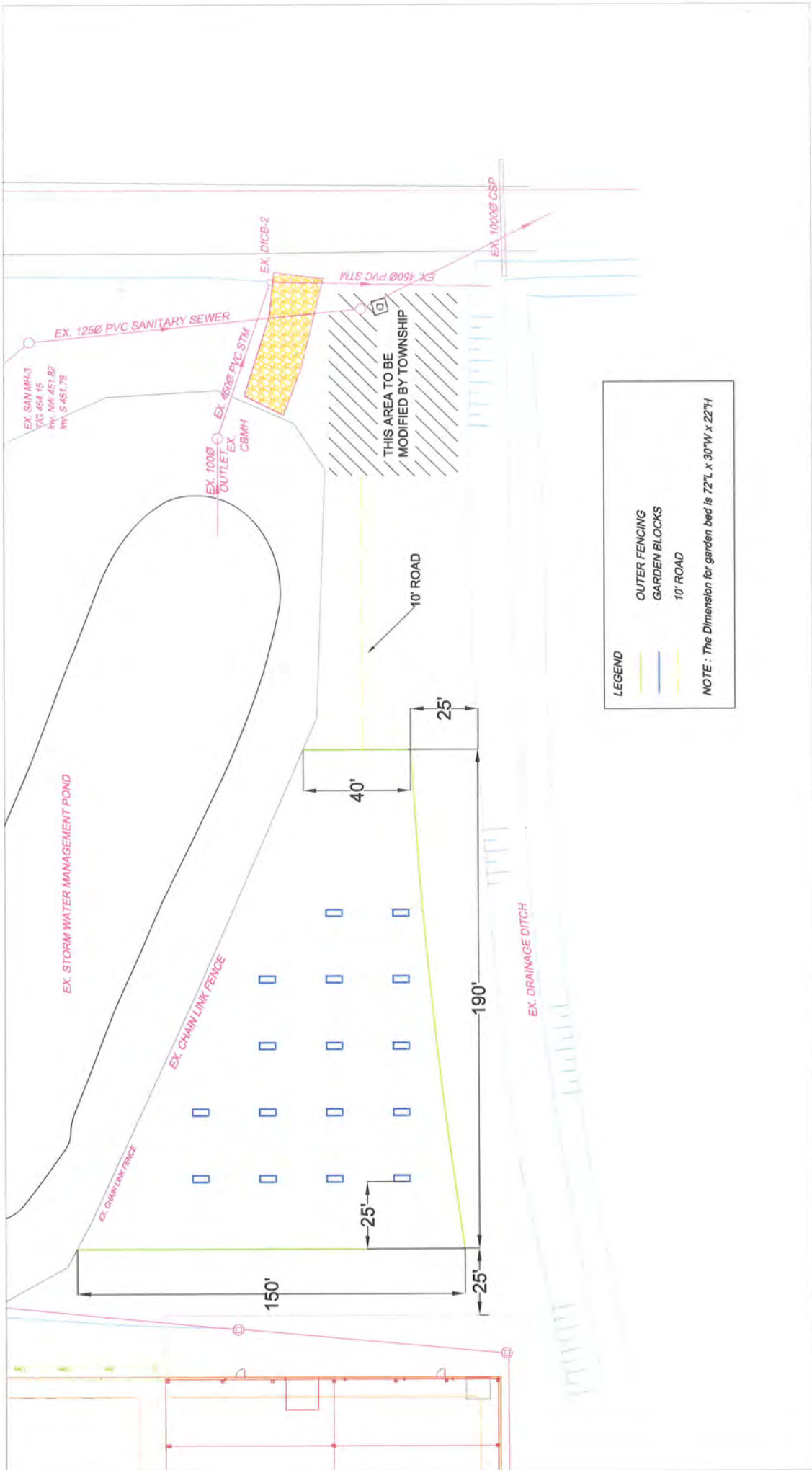
Name of Project: Arthur Community Garden

Amount of Funding Requested: \$2,000

Criteria Number	Criteria	Yes	No	Comments/Additional Explanation
1	Is the applicant eligible as per the definition outlined in the Community Initiated Project Guidelines and how many years has the organization been in existence in our community?	X		Musashi Auto Parts Canada, All Treat Farms, WHSS and others are all working together to create a Community Garden in Arthur.
2	Does the proposal serve a clearly identified community need that is not currently adequately addressed?	X		Proposal is to design and build a Community Garden on Musashi property in Arthur.
3	Will the program or service being recommended be accessible to all residents?	X		Members of the community will be able to partner and grow and harvest their own produce. Some will be donated to the local Community Pantry.
4	Recognizing the above identify which group or groups will benefit most from this project. (Young families, Youth, Seniors, disabled, general population, etc.)	X X X		General population however the focus is on seniors, youth and those in need.
5	Community Initiated Project Grant funding is available to cover up to 50% of eligible costs. What amount is being requested and what is the percentage of the overall cost?	x		Musashi Auto Parts is picking up 100% of the cost. A number of other companies are also providing in-kind services.
6	Has the application been properly completed including: <ul style="list-style-type: none"> • Detailed description/explanation of Project • Has the applicant clearly explained their qualifications • Has the need, intent and use of funding been clearly defined • Demonstrated Financial Support, including financial statements & proposed budget provided • Detailed sketch of the proposed change if applicable • Quotes/estimates provided to support project funding 	X		No application for funding has been submitted however during staff discussions with Musashi it became evident that a culvert would need to be put in off of Preston Street onto the Musashi property in order for residents to be able to get back to the Gardens and park their cars.
7	Will the goods and services to complete the required work be performed by the applicant/local businesses/suppliers?	X		It is staff recommendation that the installation of this culvert be completed by Municipal staff and the costs, approx. \$2,000, be considered as a Municipal contribution towards the project.

COMMUNITY INITIATED PROJECT: DECISION MATRIX

<p align="center">8</p>	<p>Based on the completeness of the application and the applicant qualifications, combined with Vision of our Desired Future, rate the request based on the following measurers.</p> <p>a) Professional Standards</p> <p>b) Fiscal and overall accountability: (Minimum 50% of Project Funding is required from the applicant) _____</p> <ul style="list-style-type: none"> o 50% - 59% score 1 o 60% - 69% score 2 o 70% - 79% score 3 o 80% - 89% score 4 o 90% - 100% score 5 <p>c) Administrative accountability</p> <p>d) Economic Impact</p> <p>e) Community Service and participation</p> <p>f) Responsiveness to existing community need</p> <p>g) Degree of accessibility</p> <p>h) Level of Risk to the Township-financial and otherwise</p>	<p align="center">4 — 5 —</p>	<p>(All eight areas must receive a score and a minimum of 24 points must be achieved for the application to be forwarded to council for consideration)</p> <p>The grading scale for items 8 a) – g) is one to five with one being low and five being high.</p> <p>In 2018 we supported the construction of a Community Gardens at Wellington Heights Secondary School. The Truth about Youth class at WHSS assisted in building the Community Gardens. This same class is also working with Musashi</p> <p>The grading scale for item 8 h) is reversed with a score of one for high and five low.</p> <p align="right">Total Score: 36/40</p>
<p align="center">9</p>	<p>Is the targeted completion date within 8 months from date of approval or is an extension required?</p>	<p align="center">Yes</p>	<p>Community Gardens will be completed this summer</p>
<p align="center">10</p>	<p>Has the applicant agreed to provide a written statement on the use of funds within two months of the completion of the event/program/service</p>	<p align="center">N/R</p>	<p>Not required</p>
<p align="center">11</p>	<p>Other comments from the Senior Management Team</p>		
<p align="center">Recommendation</p>	<p>That the Senior Management Team of the Township of Wellington North supports this application and directs the Economic Development Officer to complete a report to council for final approval.</p> <p><i>Mike Givens</i> _____ <i>Dale Small</i> _____ CAO Signature Senior Team Member Signature</p> <p align="right">_____ June 19th, 2019 _____ Date</p>		



COMMUNITY INITIATED PROJECT: DECISION MATRIX

Applicant/Organization Name: **Fathers Heart Healing Ministries (FHMM)** Date Application Received: **May 23rd, 2019**
 Name of Project: **Beauty for Ashes Transformation House (BATH)** Amount of Funding Requested: **\$ 5,000.00**

Date of Senior Management Team Review: **June 19th, 2019**

Criteria Number	Criteria	Yes	No	Comments/Additional Explanation
1	Is the applicant eligible as per the definition outlined in the Community Initiated Project Guidelines and how many years has the organization been in existence in our community?	X		Fathers Heart Healing Ministries, a registered charity operating in Wellington North since 2014, is eligible to apply for funding under this program.
2	Does the proposal serve a clearly identified community need that is not currently adequately addressed?	X		Funding is being requested in support of the BATH program. While this program has not been specifically identified locally as a community need it is a great program that supports a broader society need. BATH provides essential aspects of protection, services and resources which enable women who have experienced abuse to recover, to rebuild their self-esteem and to take steps to regain a self-determined, independent life and to avoid future abuse.
3	Will the program or service being recommended be accessible to all residents?		X	BATH is a short-term residence for women ages 16 and up, regardless of race, ethnicity, religion or sexual orientation who are transitioning out of human sex trafficking and the sex trade. In 2018 BATH welcomed 17 residents into the program out of 27 intake forms. <ul style="list-style-type: none"> • 6% (1) resident came from within WN • 17% (3) residents came from within Wellington County
4	Recognizing the above identify which group or groups will benefit most from this project. (Young families, Youth, Seniors, disabled, general population, etc.)	X		As BATH is a residence for girls and vulnerable women exiting human trafficking and the sex trade it is a valuable program for society as a whole. The women staying in the home, their families and the community are positively affected by the activities as are the workers and volunteer's facilitating the program.

<p>5</p> <p>Community Initiated Project Grant funding is available to cover up to 50% of eligible costs. What amount is being requested and what is the percentage of the overall cost?</p>	<p>X</p>	<p>BATH receives no government funding with revenue being generated from Private Donations, 100 Huntley Street and Cinderella's Boutique.</p> <p>A revenue and expense statement have been provided in support of the application. In-kind contributions, excluding the volunteer time from community members, totals \$910,850. The majority of this being the donation of building & property to house the program.</p> <p>Expenses not covered by in-kind donations = \$77,969 Amount of funding requested from W.N. = \$5,000 Funding being requested is <u>6.4%</u> of overall cost</p>
<p>6</p> <p>Has the application been properly completed including:</p> <ul style="list-style-type: none"> • Detailed description/explanation of Project • Has the applicant clearly explained their qualifications • Has the need, intent and use of funding been clearly defined • Demonstrated Financial Support, 	<p>X X X X</p>	<p>Application has been very well completed and contains sufficient information on the program.</p> <p>Revenue and Expense overview has been provided and all follow-up requests for information were provided in a timely manner.</p>
<p>7</p> <p>Will the goods and services to complete the required work be performed by the applicant/local businesses/suppliers?</p>	<p>X</p>	<p>Program is already in operation and funding will be used to assist with ongoing operations.</p> <p>As previously indicated \$910,850 is currently being received through in-kind support excluding volunteers.</p> <p>At the present time there are 42 volunteers supporting the program with approximately half of these volunteers coming from within Wellington North.</p>

COMMUNITY INITIATED PROJECT: DECISION MATRIX

<p align="center">8</p>	<p>Based on the completeness of the application and the applicant qualifications, combined with Vision of our Desired Future, rate the request based on the following measurers.</p> <p>a) Professional Standards</p> <p>b) Fiscal and overall accountability: (Minimum 50% of Project Funding is required from the applicant)</p> <p>50% - 59% score 1</p> <p>60% - 69% score 2</p> <p>70% - 79% score 3</p> <p>80% - 89% score 4</p> <p>90% - 100% score 5</p> <p>c) Administrative accountability</p> <p>d) Economic Impact</p> <p>e) Community Service and participation</p> <p>f) Responsiveness to existing community need</p> <p>g) Degree of accessibility</p> <p>h) Level of Risk to the Township-financial and otherwise (5 is low)</p>	<p align="center">4__ 5__</p>	<p>(All eight areas must receive a score and a minimum of 24 points must be achieved for the application to be forwarded to council for consideration)</p> <p>The grading scale for items a) – g) is one to five with one being low and five being high.</p> <p>The grading scale for item h) is reversed with a score of one for high and five low.</p> <p>Total Score: <u>25</u></p>
<p align="center">9</p>	<p>Is the targeted completion date within 8 months from date of approval or is an extension required?</p>	<p align="center">Yes</p>	<p>Program is already in operation</p>
<p align="center">10</p>	<p>Has the applicant agreed to provide a written statement on the use of funds within two months of the completion of the event/program/service</p>	<p align="center">Yes</p>	<p>Would recommend that if council approves a contribution to this program that they ask FHMM to do an update/ presentation to council sometime before year-end.</p>
<p align="center">11</p>	<p>Other comments from the Senior Management Team</p>		<p>Refer to council report. This is a great program however serves very few WN residents which is one of the key criteria for this program.</p>
<p>Recommendation</p>	<p>That the Senior Management Team of the Township of Wellington North does not support this application and directs the Economic Development Officer to complete a report to council.</p> <p><u>Mike Givens</u> Senior Team Member</p> <p><u>CAO</u></p> <p align="right"><u>Dale Small</u> Date</p> <p align="right">Senior Team Member</p>		

Father's Heart Healing Ministries
P.O. Box 912
Arthur, ON
N0G 1A0

Thursday, May 23rd 2019

The Township of Wellington North
7490 Sideroad 7 W, P.O. Box 125
Kenilworth, ON
N0G 2E0

Dear Dale Small:

This letter is in support of Father's Heart Healing Ministries application for support from the Township of Wellington North.

Father's Heart Healing Ministries is a registered Canadian charity. We have six part-time staff and approximately thirty-five volunteers. Our mission is to release the kindness of God to anyone seeking healing or restoration in spirit, soul or body. We serve others on a local, provincial, and national level. Our clientele is the general public, as our programs are open to everyone regardless of sex, race, sexual orientation, religion or socio-economic status. We are partnered with various individuals, groups and agencies locally, provincially and throughout Canada.

Our Beauty for Ashes Transformation House (BATH) is a short-term residence for women ages sixteen and up, regardless of race, ethnicity, religion or sexual orientation who are transitioning out of human sex trafficking and the sex trade. Activities women can engage in at BATH include inner healing prayer ministry, bible study focusing on self-esteem, healthy living and identity, physical recreation, job skills training, reintegration into the community via socializing with our volunteers and local church groups, and participation in ministry programs such as Celebrate Recovery.

BATH provides essential aspects of protection, services and resources which enable women who have experienced abuse to recover, to rebuild their self-esteem, and to take steps to regain a self-determined, independent life and to avoid future abuse. We raise awareness and social change to prevent girls and women from being "groomed" and recruited into sex trafficking and the sex trade through public education and awareness events. The women staying in the home, their families and the community are positively affected by the activities as are we, who are facilitating the programming.

We undertake this project because there is a great need locally, provincially and nationally, for safe places for this population of women to live in safety and receive healing. We believe that partnering with the Township will enable pursuit of justice, peace and reconciliation in our region.

Thank you for your consideration of our application. We look forward to hearing from you.

Kind regards,

Dr. Simone Holligan.

Father's Heart Healing Ministries - BEAUTY FOR ASHES TRANSFORMATION HOUSE (BATH)**Revenue**

Private Donations	16,000.00
100 Huntley St.	15,000.00
Cinderella's Boutique	3,000.00
Sub-Total	34,000.00

In-Kind Income

House (building, mortgage, property tax)	836,000.00
House Cleaning	5,200.00
Wood for fireplace	1,500.00
Cooking	5,200.00
Animal/Barn Care	7,800.00
Pool Maintenance	3,750.00
House Mother	25,000.00
Assistant to House Mother	21,400.00
Ministry Facilitators	5,000.00
Sub-Total	910,850.00

Expenses

Lease (\$1.00/year)	1.00
Phone/Internet	1,212.00
Bank Charges	456.00
Security System & mthly monitoring	600.00
Insurance	1,400.00
Utilities	10,200.00
Transportation (Van/Gas)	40,000.00
Veterinarian Care	3,000.00
Computers/ Office Equipment	2,100.00
Plants/ Landscaping	600.00
Recreational supplies (sport/crafts)	3,000.00
CD/DVD & players	1,800.00
Food for women	8,000.00
House supplies	2,400.00
Feed for animals	1,200.00
Snow Removal	2,000.00
Sub-Total	77,969.00
Surplus/ Deficit (not incl. in-kind)	-43,969.00



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

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COMMUNITY INITIATED PROJECT: APPLICATION FORM

The purpose of this program is to assist Community Organizations/Service Clubs/Individuals in obtaining funding as well as the support of the council of the Township of Wellington North when pursuing the delivery of new or additional services and/or programs in Wellington North. This program supports the Township of Wellington North's Strategic Priorities where we identified the need "To explore new strategic partnerships where additional resources can be accessed in order to meet the service needs of our community".

The purpose of this application form is to provide clarity on the information required from the Community Organization/Service Club/Individuals who are pursuing financial assistance for the delivery of new services or an expansion of existing services in Wellington North. This application form is to be completed & signed by the most senior official in the Organization making the request and should be sent to Mike Givens, Chief Administrative Officer at the above address or by email at mgivens@wellington-north.com.

Section A – Organization Information

Organization Name: Father's Heart Healing Ministries (FHHM)	Year Organization established in W.N.: 2014
Mailing Address: P.O. Box 912, Arthur, ON, N0G 1A0	# of Current and Active Club Members: Six part-time staff, and approximately 35 volunteers
	Annual Organization/Club Revenues: \$34,000
Signing Official Name: Maggie Baratto	Can you provide Financial Statements if asked? Yes
Position in Organization: Founder & Administrator	Name of Organizations Treasurer: Vanessa Belanger
email address: admin@fhhm.org	Web-site address: www.fhhm.org
Phone Number: 519-848-3223	Facebook Page: https://www.facebook.com/FathersHeartHealingMinsistries/

Section B – Organization Mission & Mandate (In 150 words or less describe your Organization's main focus as well as some of your typical activities, as well as existing services and/or programs)

The mission of FHHM is to provide a sanctuary, a safe space for women voluntarily transitioning out of human trafficking, the sex trade and addiction into a stable lifestyle, working alongside already existing long-term community programs. FHHM runs the Beauty for Ashes Transformation House (BATH), a residence for girls and women exiting human trafficking and the sex trade. Ongoing activities at BATH, include: inner healing prayer ministry, bible study focusing on self-esteem, healthy living and identity, physical recreation, job skills training (Learning Centre), reintegration into community via socializing with our volunteers and local church groups, and participation in ministry programs such as Celebrate Recovery.

(continue on additional page if required)

Section C – Name of Your Project (10 words or less)

Beauty for Ashes Transformation House (BATH)

Section D – Project Costs: Overall Cost of Your Project: \$ 77,969 (excluding in-kind support)

Amount of funding requested from Township of Wellington North: \$ 5,000 (must not exceed 50% of overall cost)

Section E – Project Description (In 250 words or less describe your Project, explain the rationale for your Project as well as the community need you are addressing)

BATH provides a space for healing and rehabilitation of girls and women who have exited sex trafficking and the sex trade and who want to transition into society.

Objectives of BATH are:

1. Protection from manipulation, force, and abuse of power designed to lure and exploit women into the sex trade;
2. Provide security, shelter, food, clothing, support and rehabilitation to the female victims of human trafficking; and
3. Enable women to learn life skills, gain education, and obtain employment as they re-enter society.

The programs at BATH encourage positive self-esteem, self-value and practical educational and career skills. The women are also educated on how to identify and keep themselves safe from manipulation, force, and abuse of power that are designed to exploit and lure them into the sex trade. Anticipated results of BATH programming include: sleeping well at night; eating a healthy diet; self-reported reduction in stress and trauma; self-reported increase in positive self-esteem; a general feeling of safety; reintegration into family and community; employment in healthy income generating activities; and overall improvement in the women's quality of life.

Partners providing support for BATH include: Elora Apothecary, Pharmasave, Wellington County Learning Centre, SIM Canada (Scarborough), White Rose Ministries (Toronto), ARK Street Mission (London), and various professionals including nurses, pastors, marriage and family therapists, substance abuse (drug and alcohol) counsellor, house cleaners, house maintenance, and business owners.

(continue on additional page if required)

Section F – Other Project Details (Provide as much detail as possible and use additional page if required)

1)	Who will benefit most from your project? Circle no more than two (Youth, Young Families, Seniors, New Residents, Business Community, <u>General Population</u> , Other) If other explain.
2)	Has your organization the funding in place to cover your portion of the project costs? Yes <u>No (if no explain)</u> We are operating with a deficit of -\$43,969 and are in the process of seeking ongoing support.
3)	What will the funding from the Township of Wellington North be used for? This grant would provide support for ongoing activities at BATH, including: inner healing prayer ministry, bible study focusing on self-esteem, healthy living and identity, physical recreation, job skills training (Learning Centre), reintegration into community via socializing with our volunteers and local church groups, and participation in ministry programs such as Celebrate Recovery.
4)	Are there other organizations/individuals assisting you in the Project? If yes indicate who all is involved. We have received funding from 100 Huntley Street, as well as donations and in-kind contributions from community members.

5) When would you like to see the project started and completed? This project was launched in 2014 and is currently ongoing.
6) What else would you like to tell us about your Project that would help us in approving your application? We undertake this project because there is a great need locally, provincially, and nationally, for safe places for this population of women to live in safety and receive healing. BATH provides essential aspects of protection, services and resources which enable women who have experienced abuse to recover, to rebuild their self-esteem, and to take steps to regain a self-determined, independent life and to avoid future abuse. We also raise awareness and social change to prevent girls and women from being “groomed” and recruited into sex trafficking and the sex trade through public education and awareness events. The women staying in the home, their families and the community are positively affected by the activities as are we, who are facilitating the programming.

Section D – Acknowledgements & Signatures

- ✓ I am the most senior official with designated signing authority/decision making authority in our organization
- ✓ I acknowledge the information in this application is true, accurate and complete to the best of my ability
- ✓ I have reviewed the application with the Director of Recreation, Parks and Facilities or the Economic Development Officer
- ✓ Should the application be approved I will provide a written statement of use of funds within two months of the completion of the event/service/program



Signature

Dr. Simone Holligan
Name

May 23rd, 2019
Date

6/17/19

Township of Wellington North
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Cheque Number		73376 to 73616	
<u>Cheque Number</u>	<u>Cheque Date</u>	<u>Vendor Name</u>	<u>Cheque Amount</u>
73376	5/23/19	Bell Canada	\$789.30
73377	5/23/19	Cedar Signs	\$138.88
73378	5/23/19	Chalmers Fuels Inc	\$1,046.93
73379	5/23/19	Coffey Plumbing, Div. of KTS P	\$93.79
73380	5/23/19	Colvoy Enterprises 2012 Ltd	\$2,513.38
73381	5/23/19	CW AND COMPANY	\$2,018.20
73382	5/23/19	Decker's Tire Service	\$4,113.20
73383	5/23/19	Dewar Services	\$350.30
73384	5/23/19		\$68.74
73385	5/23/19	Fire Marshal's Public Fire Saf	\$240.69
73386	5/23/19	Frey Communications	\$189.83
73387	5/23/19	G & H Small Engines	\$148.03
73388	5/23/19	Hort Manufacturing (1986) Ltd.	\$281.96
73389	5/23/19		\$30.00
73390	5/23/19	Hydro One Networks Inc.	\$986.70
73391	5/23/19	Ideal Supply Inc.	\$63.21
73392	5/23/19	Innovative Surface Solutions C	\$3,067.20
73393	5/23/19	Innovative Print	\$303.50
73394	5/23/19	International Trade Specialist	\$72.92
73395	5/23/19	J J McLellan & Son	\$39.59
73396	5/23/19		\$457.81
73397	5/23/19	Karl Aitken Carpentry	\$1,900.00
73398	5/23/19	Maple Lane Farm Service Inc.	\$70.16
73399	5/23/19	Marcc Apparel Company	\$162.55
73400	5/23/19	Martins TLC	\$1,429.45
73401	5/23/19		\$30.00
73402	5/23/19		\$150.00
73403	5/23/19	Midtown Auto Repair	\$1,550.63
73404	5/23/19	NORTRAX (previously ONTRAC	\$3,752.27
73405	5/23/19	North Wellington Co-op Service	\$55.38
73406	5/23/19	Officer's Auto Care Inc.	\$39.55
73407	5/23/19	Ont Mun Human Resources Assoc	\$375.16
73408	5/23/19	Ont Mun Water Association	\$802.30
73409	5/23/19	Ontario One Call	\$26.13
73410	5/23/19	PACKET WORKS	\$56.50
73411	5/23/19	Print One	\$1,536.80
73412	5/23/19	Purolator Inc.	\$16.45
73413	5/23/19	REALTAX Inc.	\$3,051.00
73414	5/23/19	Reliance Home Comfort	\$77.55
73415	5/23/19		\$808.17

Cheque Number	Cheque Date	Vendor Name	Cheque Amount
73416	5/23/19	South Saugeen Development Ltd.	\$686.30
73417	5/23/19	Suncor Energy Inc.	\$2,086.21
73418	5/23/19	Telizon Inc.	\$742.04
73419	5/23/19	TSC Stores	\$78.03
73420	5/23/19	Waste Management	\$10.17
73421	5/23/19	Wightman Telecom Ltd.	\$90.28
73422	5/23/19	Wingham Advance Times	\$177.41
73423	5/23/19	Young's Home Hardware Bldg Cen	\$1,413.47
73424	5/24/19	Karl Aitken Carpentry	\$2,400.00
73425	5/28/19	Arbro Landscaping Supply	\$282.50
73426	5/28/19	Arthur Home Hardware Building	\$432.59
73427	5/28/19	ARTHURS FUEL	\$2,683.75
73428	5/28/19	Barclay Wholesale	\$1,596.29
73429	5/28/19	Benham Glenn	\$140.00
73430	5/28/19	Broadline Equipment Rental Ltd	\$505.11
73431	5/28/19	Canada's Finest Coffee	\$16.00
73432	5/28/19	CARQUEST Arthur Inc.	\$653.06
73433	5/28/19	Chalmers Fuels Inc	\$530.16
73434	5/28/19	County of Wellington	\$4,060.00
73435	5/28/19	Canadian Union of Public Emplo	\$1,451.98
73436	5/28/19	Decker's Tire Service	\$39.55
73437	5/28/19	E Cox Sanitation	\$80.68
73438	5/28/19	Fundex Investments Inc. In Tru	\$736.20
73439	5/28/19	GHD Limited	\$7,825.19
73440	5/28/19	Hydro One Networks Inc.	\$442.51
73441	5/28/19	International Trade Specialist	\$108.48
73442	5/28/19		\$271.60
73443	5/28/19	Manulife Financial	\$27,774.62
73444	5/28/19	Marcc Apparel Company	\$305.10
73445	5/28/19	North Wellington Co-op Service	\$392.61
73446	5/28/19	PACKET WORKS	\$56.50
73447	5/28/19	Premier Equipment Ltd.	\$156.56
73448	5/28/19	R&R Pet Paradise	\$2,777.00
73449	5/28/19	ROBERTS FARM EQUIPMENT	\$2.14
73450	5/28/19	Suncor Energy Inc.	\$3,891.66
73451	5/28/19	Union Gas	\$1,642.37
73452	5/28/19	Wellington Advertiser	\$583.08
73453	5/28/19	Wellington North Power	\$48,705.78
73454	5/28/19	Wightman Telecom Ltd.	\$409.79
73455	5/28/19	Young's Home Hardware Bldg Cen	\$306.49
73456	5/28/19		\$1,359.39
73457	6/03/19	Abell Pest Control Inc	\$128.08
73458	6/03/19	Agrisan SC Pharma	\$4,654.06
73459	6/03/19	A J Stone Company Ltd.	\$669.17
73460	6/03/19	Arthur Home Hardware Building	\$478.50
73461	6/03/19	ARTHURS FUEL	\$135.60

Cheque Number	Cheque Date	Vendor Name	Cheque Amount
73462	6/03/19	Bluewater Fire & Security	\$698.60
73463	6/03/19	B M Ross and Associates	\$9,018.18
73464	6/03/19	Broadline Equipment Rental Ltd	\$124.75
73465	6/03/19		\$100.00
73466	6/03/19	Chalmers Fuels Inc	\$2,009.07
73467	6/03/19	Coburn Insurance Brokers Ltd.	\$4,300.00
73468	6/03/19	Coffey Plumbing, Div. of KTS P	\$1,355.74
73469	6/03/19	Cudney Steve	\$150.00
73470	6/03/19	Da-Lee Dust Control	\$8,453.79
73471	6/03/19	DeBoer's Equipment	\$22,204.48
73472	6/03/19	Dynamic Online Marketing Corp.	\$463.30
73473	6/03/19	E Cox Sanitation	\$140.01
73474	6/03/19		\$611.56
73475	6/03/19	Frey Communications	\$236.39
73476	6/03/19	Hydro One Networks Inc.	\$1,477.96
73477	6/03/19	Ideal Supply Inc.	\$20.52
73478	6/03/19	Innovative Access Technologies	\$107.35
73479	6/03/19	International Trade Specialist	\$300.77
73480	6/03/19	J J McLellan & Son	\$928.86
73481	6/03/19		\$141.00
73482	6/03/19		\$175.00
73483	6/03/19	K Smart Associates Limited	\$9,114.32
73484	6/03/19	Lake Huron Zone Recreationalis	\$120.00
73485	6/03/19		\$101.71
73486	6/03/19	Lea Consulting Ltd	\$791.00
73487	6/03/19	Lifesaving Society	\$492.00
73488	6/03/19	Maple Lane Farm Service Inc.	\$40,910.52
73489	6/03/19	Marcc Apparel Company	\$1,598.78
73490	6/03/19		\$1,900.00
73491	6/03/19	Mike's Custom Weld & Fab.	\$1,353.72
73492	6/03/19		\$22.00
73493	6/03/19		\$432.25
73494	6/03/19	North Wellington Co-op Service	\$332.50
73495	6/03/19	Ont Mun Employee Retirement	\$37,274.32
73496	6/03/19	Ont Mun Water Association	\$282.50
73497	6/03/19		\$582.45
73498	6/03/19	Print One	\$1,855.46
73499	6/03/19	Purolator Inc.	\$29.80
73500	6/03/19	Raynbow Signs	\$14,000.00
73501	6/03/19		\$491.85
73502	6/03/19	RLB, Chartered Accountants	\$15,820.00
73503	6/03/19	ROBERTS FARM EQUIPMENT	\$845.18
73504	6/03/19		\$113.00
73505	6/03/19	Royal Bank Visa	\$3,611.76
73506	6/03/19	Shred All Ltd.	\$83.62
73507	6/03/19	Stephen Hale	\$1,310.80

Cheque Number	Cheque Date	Vendor Name	Cheque Amount
73508	6/03/19	Streets Alive Productions	\$2,190.62
73509	6/03/19	Suncor Energy Inc.	\$2,968.61
73510	6/03/19	Saugeen Valley Conservation	\$736.00
73511	6/03/19	TD Wealth	\$736.20
73512	6/03/19	Teviotdale Truck Service & Rep	\$122.04
73513	6/03/19	Turriss Sites Development Corp.	\$63.55
73514	6/03/19	Township of Puslinch	\$93.75
73515	6/03/19	Union Gas	\$2,992.77
73516	6/03/19	Waste Management	\$1,184.81
73517	6/03/19		\$150.00
73518	6/03/19	Wightman Telecom Ltd.	\$379.40
73519	6/03/19	WorkCabin	\$2,475.40
73521	6/03/19		\$278.04
73522	6/03/19	Young's Home Hardware Bldg Cen	\$246.14
73524	6/30/19	Conseil scolaire catholique Mo	\$3,976.50
73525	6/30/19	County of Wellington	\$2,518,306.54
73526	6/30/19	Conseil scolaire Viamonde	\$3,712.00
73527	6/30/19	Upper Grand Dist School Board	\$774,173.00
73528	6/30/19	Wellington Catholic Dist Sch B	\$140,440.25
73529	6/06/19	Arthur Cash & Carry	\$2,500.00
73530	6/06/19	Arthur Home Hardware Building	\$656.89
73531	6/06/19	B & L Farm Service Ltd.	\$853.15
73532	6/06/19	B M Ross and Associates	\$1,758.51
73533	6/06/19		\$1,697.36
73534	6/06/19	Broadline Equipment Rental Ltd	\$80.68
73535	6/06/19	Canada's Finest Coffee	\$84.90
73536	6/06/19	CARQUEST Arthur Inc.	\$8.99
73537	6/06/19	Chalmers Fuels Inc	\$251.50
73538	6/06/19	Coffey Plumbing, Div. of KTS P	\$157.25
73539	6/06/19	Compair Canada	\$709.85
73540	6/06/19		\$400.00
73541	6/06/19	Duncan, Linton LLP, Lawyers	\$2,300.12
73542	6/06/19	Frey Communications	\$15,191.56
73543	6/06/19		\$230.00
73544	6/06/19		\$45.00
73545	6/06/19	Hydro One Networks Inc.	\$703.79
73546	6/06/19		\$184.00
73547	6/06/19	Larry Epworth & Sons	\$339.00
73548	6/06/19	Lifesaving Society	\$630.76
73549	6/06/19		\$15.00
73550	6/06/19		\$38.00
73551	6/06/19		\$26.00
73552	6/06/19	North Wellington Co-op Service	\$481.15
73553	6/06/19	Penlim Investments Ltd.	\$1,135.75
73554	6/06/19	Prime Petroleums Inc.	\$3,730.63
73555	6/06/19	Purolator Inc.	\$5.96

Cheque Number	Cheque Date	Vendor Name	Cheque Amount
73556	6/06/19		\$47.46
73557	6/06/19		\$352.28
73558	6/06/19		\$130.00
73559	6/06/19	ROBERTS FARM EQUIPMENT	\$969.80
73560	6/06/19	Royal Bank Visa	\$1,389.88
73561	6/06/19	Rural Routes Pest Control Inc.	\$79.10
73562	6/06/19	Saugeen Community Radio Inc.	\$392.11
73563	6/06/19	Triton Engineering Services	\$7,093.46
73564	6/06/19	Twp of Wellington North	\$152.55
73565	6/06/19		\$2,328.39
73566	6/06/19		\$55.00
73567	6/06/19	Workplace Safety & Ins Board	\$8,080.97
73568	6/06/19	Young's Home Hardware Bldg Cen	\$31.99
73569	6/12/19	ALS Laboratory Group	\$4,530.00
73570	6/12/19	Arthur Foodland	\$57.89
73571	6/12/19	Arthur Home Hardware Building	\$115.50
73572	6/12/19	B M Ross and Associates	\$34,925.71
73573	6/12/19	Broadline Equipment Rental Ltd	\$1,659.97
73574	6/12/19	Carson Supply	\$82.70
73575	6/12/19		\$102.00
73576	6/12/19	Coffey Plumbing, Div. of KTS P	\$238.43
73577	6/12/19	County of Wellington	\$23,301.00
73578	6/12/19	Cudney Steve	\$150.00
73579	6/12/19	Duncan, Linton LLP, Lawyers	\$1,815.39
73580	6/12/19	Evoqua Water Technologies	\$711.95
73581	6/12/19	FOXTON FUELS LIMITED	\$853.24
73582	6/12/19	Frey Communications	\$353.67
73583	6/12/19	Grand River Conservation Auth	\$16,717.00
73584	6/12/19	Hartman Electronics & Comm	\$1,335.66
73585	6/12/19		\$90.88
73586	6/12/19	Hydro One Networks Inc.	\$60.64
73587	6/12/19	Ideal Supply Inc.	\$41.80
73588	6/12/19	Innovative Print	\$279.26
73589	6/12/19	J J McLellan & Son	\$90.40
73590	6/12/19	JOB-INC Electric	\$8,147.30
73591	6/12/19	Kwik Snaks Ltd	\$205.40
73592	6/12/19	M & L Supply	\$13,429.37
73593	6/12/19	Martins TLC	\$135.60
73594	6/12/19	Mike's Custom Weld & Fab.	\$433.92
73595	6/12/19	Minister of Finance - Misc	\$271.98
73596	6/12/19	MRC Systems Inc	\$9,188.49
73597	6/12/19		\$386.36
73598	6/12/19	NORTH SHORE DISTRIBUTING	\$635.65
73599	6/12/19	Northern Ice	\$76.80
73600	6/12/19	Ont Clean Water Agency	\$2,726.69
73601	6/12/19		\$30.00

Cheque Number	Cheque Date	Vendor Name	Cheque Amount
73602	6/12/19	PETRO-CANADA	\$3,986.35
73603	6/12/19	Royal Bank Visa	\$480.74
73604	6/12/19	Saugeen Community Radio Inc.	\$90.40
73605	6/12/19		\$292.50
73606	6/12/19	SGS Canada Inc.	\$1,785.40
73607	6/12/19	Sterling Talent Solutions Cana	\$24.80
73608	6/12/19	Saugeen Valley Conservation	\$31,446.50
73609	6/12/19	Trevor Roberts Auto Repair	\$2,634.84
73610	6/12/19	Twp of Wellington North	\$820.52
73611	6/12/19	Upper Grand Dist School Board	\$7,835.00
73612	6/12/19	Wellington Advertiser	\$510.20
73613	6/12/19	Wellington Catholic Dist Sch B	\$1,585.00
73614	6/12/19	Wellington North Power	\$9,640.15
73615	6/12/19	Young's Home Hardware Bldg Cen	\$47.46
		TOTAL:	\$4,038,264.06



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

www.wellington-north.com 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 24, 2019**

FROM: ADAM MCNABB, DIRECTOR OF FINANCE & TREASURY

**SUBJECT: REPORT TR2019-010 BEING A REPORT ON A TOWNSHIP
STRATEGIC ASSET MANAGEMENT POLICY**

THAT Report TR2019-010 being a report on a Township Strategic Asset Management Policy be received for information;

AND FURTHER THAT the Council of the Township of Wellington North approve the Strategic Asset Management Policy attached as Appendix "A" to report TR2019-010;

AND FURTHER THAT the Director of Finance or delegate be authorized to make minor changes to the Strategic Asset Management Policy in order to remain compliant with other Township Policies and legislative requirements.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

TR2018-005 – Report on Asset Management Initiatives for 2018

TR2018-012 – Report the FCM MAMP Funding Application and Township Asset Management Initiatives

BACKGROUND

The Province of Ontario's *Infrastructure for Jobs and Prosperity Act, 2015 (IJPA)* was enacted with the purpose of "establish[ing] mechanisms to encourage principled, evidence-based and strategic long-term infrastructure planning that supports job creation and training opportunities, economic growth and protection of the environment, and incorporate design excellence into infrastructure planning". The IJPA applies to the province but also to the broader public sector, including municipalities.

The first regulation made under the IJPA was *Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure*. O. Reg 588/17 came into effect in January 2018 and prescribes the following milestones for Ontario municipalities:

- a. Strategic Asset Management Policy: Ontario municipalities are required to prepare and adopt a Strategic Asset Management Policy by July 1, 2019;
- b. AMP Phase 1: Ontario municipalities must have an asset management plan (AMP) for all core municipal infrastructure assets by July 1, 2021. The Phase 1 AMPs must include inventory of assets, current level of service measured by standard metrics and total costs to maintain current level of service. Core municipal infrastructure includes water, wastewater, stormwater, road, bridge and culvert assets;
- c. AMP Phase 2: All other municipal infrastructure assets must be included in AMPs prepared in accordance with Phase 1 requirements by July 1, 2023;
- d. AMP Phase 3: In addition, by July 1, 2024 AMPs must include proposed future levels of service including a forecast of the proposed performance of each asset category, lifecycle management and financial strategy for a ten-year period.

There are several reviews, update and reporting requirements associated with the provincial regulation and the policy. Once it is in place, municipalities are required to review and if necessary, update their Strategic Asset Management Policy at least every five (5) years.

The purpose of this report is to seek Council endorsement of a Strategic Asset Management Policy for the Township of Wellington North, in part, to comply with the July 1, 2019 milestone set out in O. Reg. 588/17.

ANALYSIS

The goal of asset management is to ensure the Township's financial sustainability by making informed investment decisions that deliver Township services at the desired level while minimizing costs and maintaining an acceptable level of risk.

The purpose of an asset management policy is to formalize the Township's direction, functions, practices and responsibilities associated with the management of all capital assets used to support delivery of the Township's services. This includes outlining the roles and responsibilities for various Township staff and members of Council.

The Township of Wellington North has been implementing various formal asset management initiatives since 2012, the largest single output to date was the Asset Management Plan published in 2013. While the Township has previously developed a Tangible Capital Asset Policy, that policy is not compliant with the prescriptive requirements of the new provincial regulation. In general, the Township's initial efforts

towards asset management in 2012, and those undertaken since, have aligned with statutory requirements. O. Reg. 588/17 is modelled on best practices for asset management, and the Township, with its recent endeavours to complete an asset management roadmap is well positioned to comply with the various regulatory requirements into the future; however, it should be noted that a significant amount of effort and expense is envisaged to glean the benefit of true asset management, and ensure compliance into the future.

Section 3. (1) of O. Reg. 588/17 prescribes the content of the required Strategic Asset Management Policy. In response, the Municipal Finance Officers Association (MFOA) developed a policy preparation toolkit for municipalities. The Township's proposed policy, attached as Appendix A, was prepared using this toolkit, with the aid of GHD (the Township's contracted consultant for preparation of the policy and Asset Management Roadmap), and as such, the policy aligns with the requirements of O. Reg. 588/17, which refers to specific sections of the IJPA. Preparation of the policy included senior staff from across the organization.

The MFOA toolkit groups the specific policy requirements of the regulation into eight elements which make up the core content of the Township's proposed policy:

- a. Guiding principles;
- b. Strategic alignment;
- c. Capital thresholds;
- d. Budgeting;
- e. Community planning;
- f. Climate change;
- g. Stakeholder engagement; and
- h. Governance.

The Township's guiding principles propose that asset management practices will include alignment with fundamentals of the International Standard ISO 55000 Asset Management series, as well as being service focused, value based and affordable, risk based, and the triple bottom line (Environmental, Social, and Financial).

The policy describes how asset management practices and processes will consider budgeting, community planning, climate change and engagement.

Governance is a key section of the policy. Policy statements outline the commitments of Council, senior staff and various departments to implementing asset management initiatives and the reporting and monitoring that is required for regulatory compliance.

While the Township has been engaged in asset management activities, not all processes are documented or consistently carried out. The policy, in conjunction with the Asset Management Roadmap will help guide staff to ensure alignment with best practices and consistent application, but only if processes are documented and communicated. Implementation of various policy components will be governed by resource availability. Alternatively, additional resources will be required to implement more quickly.

PREPARED BY:

RECOMMENDED BY:

Adam McNabb

Michael Givens, CFA

ADAM MCNABB
DIRECTOR OF FINANCE & TREASURY

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



Strategic Asset Management Policy

DEPARTMENT		POLICY NUMBER	
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	
APPROVED BY:	BY-LAW OR RESOLUTION OR DEPARTMENT HEAD		

Vision and Goals

The Township's asset management vision is to manage capital assets following sound asset management practices and principles while optimizing available resources and meeting appropriate levels of service.

The objectives of the asset management policy are to:

- Formalize the Township's functions and practices associated with management of capital assets used to support the delivery of services
- Communicate to stakeholders the asset management principles and approach endorsed by the Township
- Outline key responsibilities and review processes for asset management
- Commit the Township to support the implementation of asset management methods that are consistent with the organization and meet Council's strategic objectives.

Strategic Alignment

The Township's vision requires alignment of many strategic goals, policies and plans at any given time. To achieve this vision, the Township will integrate asset management planning with other municipal processes and documents, such as:

- The Strategic Plan
- Financial Plans
- Master Plans
- The Community Growth Plan

Guiding Principles

The following key principles will guide the Township as it aims to achieve its asset management vision.

Service Focused: Plan and manage the performance of assets to consistently meet service levels established with residents and other stakeholders.

Value-Based and Affordable: Identify the best combination of investments that reduce the lifecycle cost of asset ownership while satisfying agreed levels of service. Decisions are based on balancing service levels, risks, and costs.

Risk-Based: Make more informed and better asset management decisions to address existing or potential risks to the Township's objectives while understanding the probable outcomes of those decisions.

Forward looking: Take a long-term view while considering demographic and economic trends in the region.

Budgeting and planning: Take into account any applicable budgets or fiscal plans, such as fiscal plans released under the following:

- Fiscal Transparency and Accountability Act, 2004
- Budgets adopted under Part VII of the Municipal Act, 2001

Prioritizing: Clearly identify infrastructure priorities which will drive investment decisions.

Economic development: Promote economic competitiveness, productivity, job creation, and training opportunities.

Transparency: Be evidence-based and transparent. Additionally, subject to any prohibitions under an Act or otherwise by law on the collection, use, or disclosure of information:

- Make decisions with respect to infrastructure based on information that is publicly available or made available to the public, and
- Share information with implications on infrastructure and investment decisions with the Government and broader public sector entities.

Reliable Services: Ensure the continued provision of core public services, including those provided by broader public sector entities, such as health care and education.

Environmentally conscious: Minimize the impact of infrastructure on the environment by:

- Respecting and helping maintain ecological and biological diversity,
- Augmenting resilience to the effects of climate change, and
- Endeavouring to make use of acceptable recycled aggregates.

Health and safety: Ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

Community focused: Promote community benefits, being the supplementary social and economic benefits arising from an infrastructure projects that are intended to improve the well-being of a community affected by the project, such as:

- Local job creation and training opportunities,
- Improvement of public space within the community, and
- Promoting accessibility for persons with disabilities.

Innovation: Create opportunities to make use of innovative technologies, services, and practices, particularly where doing so would utilize technology, techniques, and practices

developed in Ontario, and improves overall modernization and efficiency in the management of infrastructure.

Integration: Where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them.

Some of the principles above reference services that are provided by external agencies. These external services are considered relevant as they could have direct or indirect implications on the Township's asset management planning.

Capital Thresholds

Assets whose role in service delivery requires deliberate management by the Township, for example those that pose substantial risk to the Township, will be included in asset management plans. The service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds which are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by asset management planning processes.

Budgeting

Asset management planning will encompass sound financial analysis that will be completed by a multi-disciplinary team comprised of representative(s) from finance and the concerned service area, and documented in the financial strategy section of the asset management plan. The financial analysis used for the water and wastewater asset management plans will align with existing financial plans related to water and wastewater assets. The alignment will stem from a multi-disciplinary team, common analytical methods followed, and common data sources used. The Township will integrate findings from the asset management plans into its long-term financial planning and budgeting processes.

The following elements of the asset management plan will be referenced by the service area in the preparation of their budget submission:

- Forecasted spending needs identified in the plan;
- Prioritization of spending needs;
- All potential revenues and costs (including operating, maintenance, replacement, and decommission) associated with forthcoming infrastructure asset decisions, including new capital assets;
- New revenue tools and alternative funding strategies where possible.

The budget submission prepared by each service area will be evaluated by the Director of Finance, CAO, and subsequently Council in the preparation of the Township's annual budget.

Community Planning

The combination of lifecycle analysis and financial sustainability principles will be the driver in the design and selection of community development or redevelopment that requires new assets, or existing asset enhancements, to take place. Parties involved in the development of the asset management plans will reference the direction established in the Community Growth Plan as well as the methods, assumptions, and data used in its development. The aim of cross-referencing these plans is to ensure that development and redevelopment occur within the Township's means through understanding and consideration of current and future asset needs.

Climate Change

Climate change will be considered as part of Township's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impacts and other risks with the cost of reducing these vulnerabilities. The balance will be struck in the levels of service delivered through operations, maintenance schedules, disaster response plans, contingency funding, and capital investments. The Township's contribution to climate change through greenhouse gas emissions will be mitigated in accordance with its local reduction targets, financial capacity, and stakeholder support.

Stakeholder Engagement

The ultimate goal of the Township is to efficiently provide its various stakeholders with the municipal services they need within the bounds of regulatory requirements, the built environment, and the natural environment. To achieve this goal, the Township will seek to understand the needs of current stakeholders and consider the needs of future generations, and incorporate these perspectives into asset management plans. The Township recognizes the various stakeholders as an integral part of the asset management approach. Accordingly, the Township will:

- Provide opportunities for residents and other stakeholders served by the Township to provide input in asset management planning; and
- Coordinate asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities.

Governance

The policy requires the commitment and participation of the following key stakeholders within the Township's organizational structure:

Council

- Approves, by resolution, the asset management policy, and its updates, as necessary, at least every five years
- Approves, by resolution, the asset management plan and its updates at least every five years.
- Approves, by resolution, the annual reviews of asset management planning improvement progress on or before July 1 of every year.
- Supports ongoing efforts to continuously improve and implement the asset management plans.

Chief Administrative Officer and Senior Management Team

- Maintains compliance with the asset management policy and provincial asset management regulation.
- Endorses the asset management policy, and its updates, as necessary, at least every five years
- Endorses the asset management plan and its updates at least every five years.
- Endorses the annual reviews of asset management planning improvement progress before July 1 of every year.

Finance Department

- Reviews and updates the asset management policy as necessary at least every five years based on input from department leads
- Prepares the asset management plan and its updates at least every five years based on input from department leads.

- Conducts annual reviews of asset management planning improvement progress before July 1 of every year that includes progress on ongoing efforts to implement the asset management plans, consideration of the asset management policy, any factors affecting the ability of the Township to implement its asset management plans, consultation with department leads and a strategy to address these factors including the adoption of appropriate practices
- Prepares the Annual Budget
- Provide overall guidance and direction for corporate-wide asset management continuous improvement

Department Leads

- Communicate with staff within their service area about the asset management system to increase awareness of their role in asset management decision-making including the value of the activities they are undertaking and the asset information they are providing.
- Continuously improve and adopt appropriate asset management planning practices within their service areas based on corporate guiding strategies and supporting frameworks.
- Coordinate asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities
- Provide input to the asset management plan and its updates at least every five years
- Provide input to and review draft operating and capital programs and budgets for the Annual Budget
- Consider the asset management plan in implementing operational plans such as maintenance programs, capital works programs, and asset management improvements

Township of Wellington North
General Fund Financial Summary Report
Budget vs Year-to-Date Actual Ending May 31, 2019

	2019 Actuals YTD	2019 Budget 31-May	Actual vs Budget YTD (over)/under	Variance %	2018 Actuals YTD	2019 vs 2018 YTD Variance
REVENUE						
Net Taxation (50%)	(3,674,866)	(3,255,567)	419,299	-12.9%	(3,607,033)	67,833
Fees and Service Charges	(2,217,882)	(2,252,971)	(35,088)	1.6%	(2,308,974)	(91,092) [3]
Grants and Subsidies	(810,959)	(596,563)	214,397	-35.9%	(722,167)	88,792 [4]
Trsf from Reserves & Res Funds	(458,573)	(458,573)	-	0.0%	(540,812)	(82,239)
Other Income						
Penalties and Interest on Taxation	(63,945)	(72,917)	(8,972)	12.3%	(71,377)	(7,432) [5]
Miscellaneous	(61,515)	(54,971)	6,544	-11.9%	(28,484)	33,031 [6]
Investment Income	(131,972)	(112,083)	19,889	-17.7%	(122,177)	9,795 [7]
Rents, Concessions and Franchises	(309,821)	(309,141)	680	-0.2%	(307,646)	2,175
Donations	(2,595)	(4,417)	(1,822)	41.2%	(9,185)	(6,590)
	<u>(7,732,129)</u>	<u>(7,117,202)</u>	<u>614,927</u>	<u>-8.6%</u>	<u>(7,717,856)</u>	<u>14,273</u>
EXPENSES						
Council	48,023	55,967	7,944	14.2%	49,628	1,605
Administration	498,071	538,313	40,242	7.5%	493,768	(4,303) [8]
Property	63,942	62,427	(1,515)	-2.4%	60,330	(3,612)
Fire Services	324,635	347,437	22,802	6.6%	277,874	(46,761) [9]
Policing & Crossing Guard Services	20,864	20,760	(104)	-0.5%	22,113	1,249
Conservation Authority	88,730	64,176	(24,554)	-38.3%	86,716	(2,014) [10]
Protective Inspections & Control	127,673	123,400	(4,273)	-3.5%	114,610	(13,063) [11]
Animal Control	9,319	13,064	3,745	28.7%	9,255	(64)
Property Standards	5,847	15,156	9,309	61.4%	2,072	(3,775)
Roadways	1,092,907	1,236,535	143,628	11.6%	910,319	(182,588) [12]
Street Lighting	67,492	73,758	6,266	8.5%	70,635	3,143
Rural Water	2,653	3,080	427	13.9%	2,890	237
Cemetery	10,178	23,991	13,813	57.6%	8,037	(2,141) [13]
Recreation	1,537,898	1,110,432	(427,466)	-38.5%	638,917	(898,981) [14]
Planning	16,924	29,670	12,746	43.0%	12,164	(4,760) [15]
Economic Development	93,143	94,521	1,378	1.5%	96,987	3,844
WNP Holding	-	22,125	-	-	-	-
Municipal Drains	61,979	46,254	(15,725)	-34.0%	48,276	(13,703) [16]
Sanitary Sewers	623,832	722,006	98,174	13.6%	596,030	(27,802) [17]
Water Works	373,847	507,193	133,346	26.3%	361,088	(12,759) [18]
Transfers to Reserves/Res Funds (50%)	486,035	486,039	4	0.0%	349,031	(137,004)
Transfers to capital fund (50%)	1,520,895	1,520,899	4	0.0%	1,628,854	107,959
	<u>7,074,887</u>	<u>7,117,203</u>	<u>20,190</u>	<u>0.3%</u>	<u>5,839,594</u>	<u>(1,235,293)</u>
(SURPLUS)/DEFICIT	<u>(657,241)</u>	<u>0</u>				

Township of Wellington North

General Fund Financial Summary

Budget vs Year to Date – Ending May 31, 2019

1. The financial statement for the Township of Wellington North's operating activities were prepared on a cash basis. The only significant adjustments made to financial summary were to accrue revenue for water and sewer user fees to correspond with expenses incurred. Additionally, tax levies, transfers from Reserves / Reserve Funds, and significant municipal rent charges are reported on an accrual basis.

REVENUES

2. Net Taxation: Stated YTD Actuals include half of interim tax billing.
3. Fees and Service Charges: User fees and service charges include manual accrual adjustment for Sewer and Water revenue in both 2018 and 2019, due to significance of amount. To date, Building permits are trailing budget by \$57K and dog licences are over *annual* budget amounts by ~\$7K.
4. Grants and Subsidies: Grant revenue and revenue received from other municipalities should coincide with budget for 2019 – variances are largely driven by timing of receipt for grant funding, and invoice issuance to partner municipalities.
5. Penalties and Interest on Taxation: Revenue on past due accounts are down in 2019 (and trailing budget) due to reduction in outstanding receivables.
6. Miscellaneous: revenues are currently exceeding budget and are up year over year – it is anticipated these will become more in-line with budget expectations as the year progresses.
7. Investment Income: Steady increases in interest rates, and higher than anticipated balances are driving favourable variance here.

EXPENSES

No manual accrual adjustments were made for operating expenses incurred to May 31st. Insurance premiums are recorded at 100% of annual costs (\$189K - Pretax) and were not adjusted for prepayment.

8. Administration: Actuals are currently under budget; however, expectation is that they will fall in line as year progresses.
9. Fire Services: Mount Forest and Arthur fire halls are operating slightly above YTD targets. VFF remuneration set equal to budget due to biannual payment cycle not yet incurred.
10. Conservation Authority: Variance (over budget) due to prepayment of expenses.
11. Protective Inspections & Control: Year over Year Variance driven by Employee & Group benefit premium costs not incurred during this same period last year.
12. Roads: Most year over year variance due to staffing costs associated with seasonal fluctuations, and fleet maintenance expenses; currently under budget and slightly above prior year during same period.

13. Cemetery: Maintenance activity during 2019 consistent with 2018 over similar timeframe, and trailing budget due to seasonality of budgeted activities.
14. Recreation: Variance largely driven by timing of in-year debenture bullet payment – it is anticipated that actual will come in line with budget as year progresses.
15. Planning: Actuals trailing budget but up year-over-year – largely driven by in year consulting volumes
16. Municipal Drains: Variance largely driven by in-year activities to bring aged drain accounts current – realization of Township expense(s) associated with aging drain maintenance efforts.
17. Sanitary Sewers: Utilities and Maintenance currently trailing budgeted amounts, and debt servicing costs up year over year (timing)
18. Water Works: Overall, expenditures are up slightly year-over-year and trailing in-year budget. Year-over-year variance is predominately driven by materials, supplies and testing; whereas, in-year budget to actual variance is driven by salaries in benefits, source water protection, and maintenance and materials and supplies trailing budget due to seasonal constraints.

Township of Wellington North
2019 Reserves and Reserve Funds
31-May-19

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Reserves	Balance				Subtotal	Interfund Loans	Unbooked Additions	Unbooked Commitments	Balance
	31-Dec-18	Interest	Additions	Reductions					31-May-19
<u>Taxation Reserves</u>									
Tax Rate Stabilization Reserve	1,596,480	-	-	(137,100)	1,459,380	-	-	-	1,459,380
Municipal Election Reserve	20,000	-	20,000	-	40,000	-	-	-	40,000
Facilities Maintenance Reserve	265,926	-	48,000	-	313,926	-	-	-	313,926
Council Community & Contingency Reserve	106,640	-	-	-	106,640	-	-	-	106,640
	1,989,046	-	68,000	(137,100)	1,919,946	-	-	-	1,919,946
<u>Taxation Reserve Funds</u>									
Wellington North Power Debt Repayment	537,285	-	55,674	(86,000)	506,959	-	-	-	506,959
Wellington North Fire Res. Fund	461,524	-	167,177	(61,845)	566,856	-	-	-	566,856
Building Permit Reserve Fund	248,029	-	61,840	-	309,869	-	-	-	309,869
Capital Infrastructure Reinvestment Reserve Fund	1,820,482	-	697,657	(1,264,104)	1,254,035	-	-	-	1,254,035
Streetlight Reserve Fund	156,231	-	5,000	(132,000)	29,231	-	-	-	29,231
Cemetery Perpetual Care Res. Fund	64,487	-	5,000	-	69,487	-	-	-	69,487
Industrial Commercial Property Res. Fund	1,915,717	-	-	(30,000)	1,885,717	-	-	-	1,885,717
Capital Equipment Reserve Fund	1,612,245	-	100,000	(885,000)	827,245	-	-	-	827,245
	6,816,001	-	1,092,348	(2,458,949)	5,449,400	-	-	-	5,449,400
<u>Total Taxation Reserves & Reserve Funds</u>	8,805,047	-	1,160,348	(2,596,049)	7,369,345	-	-	-	7,369,345
<u>User Fee Reserve Funds</u>									
SS - Reserve Fund	6,946,051	-	-	(6,312,817)	633,234	-	-	-	633,234
Waterworks Reserve Fund	4,605,682	-	694,172	(418,652)	4,881,202	-	-	-	4,881,202
	11,551,733	-	694,172	(6,731,469)	5,514,436	-	-	-	5,514,436
<u>Total User Fee Reserves & Reserve Funds</u>	11,551,733	-	694,172	(6,731,469)	5,514,436	-	-	-	5,514,436
<u>Development Charges</u>									
Wellington North Sewer D.C.s	2,144,171	-	-	(2,000,000)	144,171	-	-	-	144,171
Wellington North Water D.C.s	470,772	-	-	(440,000)	30,772	-	-	-	30,772
Wellington North Roads D.C.s	382,981	-	-	-	382,981	-	-	-	382,981
Wellington North Fire D.C.s	164,986	-	-	-	164,986	-	-	-	164,986
Wellington North Outdoor Rec D.C.s	114,755	-	-	(51,000)	63,755	-	-	-	63,755
Wellington North Indoor Rec D.C.s	32,930	-	-	-	32,930	-	-	-	32,930
Wellington North Admin D.C.s	18,474	-	-	-	18,474	-	-	-	18,474
<u>Total DC Reserve Funds</u>	3,329,069	-	-	(2,491,000)	838,069	-	-	-	838,069
<u>Other Obligatory Reserve Funds</u>									
Parkland: Cash in Lieu	168,898	-	-	-	168,898	-	-	-	168,898
Federal Gas Tax Funding	448,890	-	-	(726,000)	(277,110)	-	-	-	(277,110)
Ontario - Main St. Revitalization	49,059	-	-	-	49,059	-	-	-	49,059
	666,847	-	-	(726,000)	(59,153)	-	-	-	(59,153)
<u>Total Reserves & Reserve Funds</u>	24,352,696	-	1,854,520	(12,544,518)	13,662,697	-	-	-	13,662,697



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

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3220

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 24, 2019**

FROM: MATTHEW ASTON, DIRECTOR OF OPERATIONS

**SUBJECT: REPORT OPS 2019-006 – BEING A REPORT ON THE AWARD OF
BRIDGE 22 & 2030 REPLACEMENT PROJECTS**

THAT Council of the Corporation of the Township of Wellington North receive Report OPS 2019-006 being a report on the award of bridge 22 & 2030 replacement projects;

AND FURTHER THAT Council award the contract for Bridge 22 replacement project to Reeves Construction Limited, at a contract cost of \$283,517.39 plus applicable taxes;

AND FURTHER THAT Council award the contract for Bridge 2030 replacement project to Reeves Construction Limited, at a contract cost of \$228,323.40 plus applicable taxes;

AND FURTHER THAT Council authorize the Director of Operations to execute the contract with Reeves Construction Limited for Bridge 22 & 2030 replacement projects.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report OPS 2019-005 being a report on a procurement policy waiver for 2019 bridge capital program

BACKGROUND

This project will see the replacement of Bridge 22 on Concession 2. BM Ross completed detailed design work for this work. This project was approved in the Township's 2019 capital budget at an estimated cost of \$365,000.

This project will see the replacement of Bridge 2030 on Line 12. BM Ross completed detailed design work for this work. This project was approved in the Township's 2019 capital budget at an estimated cost of \$285,000.

The request for tender for the replacement of these bridges was advertised in the Wellington Advertiser and B.M. Ross' website. The tender closed on June 11, 2019. Three submissions were received for Bridge 22 prior to tender close and four submissions were received from Bridge 2030 prior to tender close. B.M. Ross provided the attached letters (Schedule A & B) in support of awarding these projects to the low cost submissions from Reeves Construction Limited of Mount Forest, Ontario.

FINANCIAL CONSIDERATIONS

Bridge 22 replacement project costs remain forecast to meet 2019 approved capital budget:

Account Code 2-00-30-315-5290

Budget	\$ 365,000.00
Estimated Engineering Fees	\$ 40,000.00
Tender Price	\$ 283,517.39
Project Sub Total	\$ 323,519.39
Net HST (1.76%)	\$ 5,693.94
Project Total	\$ 329,213.30

Bridge 2030 replacement project costs remain forecast to meet 2019 approved capital budget:

Account Code 2-00-30-307-5290

Budget	\$285,000.00
Estimated Engineering Fees	\$ 35,000.00
Tender Price	\$ 228,323.40
Project Sub Total	\$ 263,323.40
Net HST (1.76%)	\$ 4,634.49
Project Total	\$ 267,957.90

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

X Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

Infrastructure rehabilitation is an important component to community growth.

PREPARED BY:

RECOMMENDED BY:

Matthew Aston

Michael Givens, CMAA

**MATTHEW ASTON
DIRECTOR OF OPERATIONS**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

**B. M. ROSS AND ASSOCIATES LIMITED****Engineers and Planners**

Box 1179, 206 Industrial Drive
 Mount Forest, ON, Canada N0G 2L0
 p. (519) 323-2945 • f. (519) 323-3551
www.bmross.net

File No. BR1320

VIA EMAIL ONLY

June 12, 2019

Matthew Aston, Director of Operations
 Township of Wellington North
 7490 Sideroad 7 W, PO Box 125
 Kenilworth, ON N0G 2E0

Dear Matthew

RE: Replacement of Structure 22 on Concession 2

Tenders were received on Tuesday, June 11, 2019 for the replacement of Structure 22 on Concession 2, as summarized by the following table:

Tenderer	Tendered Amount (Pre-Cast Option)	Tendered Amount (Cast-In-Place Option)
Reeves Construction	\$320,374.65	
Roubos Farm Services	\$324,870.48	
VanDriel Excavating	\$357,730.87	\$337,801.39
Cox Construction	\$439,153.54	

All of the tenders were checked and found to be mathematically correct. All tenders were properly signed and each was submitted with the specified tender deposit and Agreement to Bond.

A definitive start date has not been established.

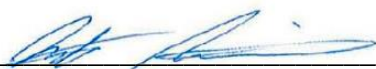
Since the lowest tender is acceptable contractually, and the tenderer is experienced in culvert replacements, further analysis is limited to the lowest bid. We therefore recommend that this contract be awarded to Reeves Construction for the total tender sum of \$320,374.65.

Please retain the tender deposits from the two low bidders until the contracts are formally signed. The other tender deposit cheques may now be returned to VanDriel Excavating and Cox Construction.

Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per 

Andy Aitken, P. Eng.

AMA:hv

**B. M. ROSS AND ASSOCIATES LIMITED****Engineers and Planners**

Box 1179, 206 Industrial Drive
 Mount Forest, ON, Canada N0G 2L0
 p. (519) 323-2945 • f. (519) 323-3551
www.bmross.net

File No. BR1319

VIA EMAIL ONLY

June 12, 2019

Matthew Aston, Director of Operations
 Township of Wellington North
 7490 Sideroad 7 W, PO Box 125
 Kenilworth, ON N0G 2E0

Dear Matthew

RE: Replacement of Structure 2030 on Line 12

Tenders were received on Tuesday, June 11, 2019 for the replacement of Structure 2030 on Line 12, as summarized by the following table:

Tenderer	Tendered Amount
Reeves Construction	\$258,005.44
Roubos Farm Services	\$294,137.87
Cox Construction	\$432,202.34

All of the tenders were checked for mathematical errors. Upon review Reeves' submission was found to have a minor rounding error on their HST of \$0.01. The corrected total is presented in the table above. The other submissions were found to be mathematically correct. All tenders were properly signed and each was submitted with the specified tender deposit and Agreement to Bond.

All tenders were for the pre-cast construction option. A definitive start date has not been established.


Since the lowest tender is acceptable contractually, and the tenderer is experienced in culvert replacements, further analysis is limited to the lowest bid. We therefore recommend that this contract be awarded to Reeves Construction for the total tender sum of \$258,005.44.

Please retain the tender deposits from the two low bidders until the contracts are formally signed. The other tender deposit cheque may now be returned to Cox Construction.

Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per 

Andy Aitken, P. Eng.

AMA:hv



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

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 19, 2019**

FROM: MANDY JONES, COMMUNITY RECREATION COORDINATOR

**SUBJECT: REPORT RAC 2019-012 WELLINGTON NORTH SUMMER DAY
CAMP POLICIES AND PROCEDURES**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report RAC 2019-012 being a report on the Wellington North Summer Day Camp Policies and Procedures;

AND FURTHER THAT the Council of the Township of Wellington North approve the Wellington North Summer Day Camp Policies and Procedures.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Recreation Master Plan, April 2018
RCC 2018-002 Wellington North Summer Day Camp Program, November 2018
RAC 2019-001 Wellington North Summer Day Camp Program

BACKGROUND

The Recreation Master Plan identifies offering a summer day camp program as a “medium priority” in the “short term”, found under Recommendation 7: assess the viability of offering March Break and/or summer camps for children.

In addition, the Recreation Master Plan identifies the following as supportive recommendations to offering a summer day camp program:

Recommendation 12: promote local programs, events and spaces by working collaboratively with community organizations (e.g. schools, service clubs, community groups, sports associations, public library, etc.)

Recommendation 29: Encourage usage of arenas year-round, including summer events, activities and floor sports planned by the Township, community partners and stakeholders.

In January 2019, the Council of the Township of Wellington North approved the staff recommendation to have the Community Recreation Coordinator create a policy and procedures handbook for day camp staff.

In addition, as part of the County of Wellington's Fee Subsidy Purchase of Service Agreement, it is required that the Day Camp Program has a set of Policies and Procedures for Day Camp staff to follow and implement.

The Wellington North Summer Day Camp Policies and Procedures is attached.

FINANCIAL CONSIDERATIONS

n/a

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

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

PREPARED BY:	RECOMMENDED BY:
<i>Mandy Jones</i>	<i>Mike Givens</i>
Mandy Jones Community Recreation Coordinator	Michael Givens CAO



7490 Sideroad 7 W, PO Box 125,
 Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
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Plan to
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WELLINGTON NORTH SUMMER DAY CAMP POLICIES AND PROCEDURES

DEPARTMENT	OPERATIONS - RECREATION	POLICY NUMBER	
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	
APPROVED BY:	BY-LAW OR RESOLUTION OR DEPARTMENT HEAD		

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TYPE OF PROGRAM

This manual has been prepared to provide information about the policies and procedures for the Wellington North Day Camp Program.

We are an Authorized Recreation Program operated by the Township of Wellington North. We are registered with HIGH FIVE and all staff are trained in Principles of Healthy Childhood Development. Select staff have training in Quest 1 and Quest 2 which places a focus on adhering to policies and procedures as well as proper implementation of programming.

We offer quality care for children ages 5 -11, from the first week in July to the second last week in August.

The Day Camp Program operates from the Arthur Area Community Centre Upper Hall and the Mount Forest and District Sports Complex. All campers will have access to daily outdoor activities including, playgrounds, pavilions, trails and splash pads.

The Day Camp Program requires pre-registration and pre-payment prior to children participating. This is to ensure the safety of campers and staff, guaranteeing a ratio of 1:8.

THE POLICIES AND PROCEDURES

Our Policies are:

Followed: The Day Camp Program Coordinator will conduct random bi-weekly checks at each location to ensure at least two policies are being adhered to.

Communicated: All staff will sign-off on the policies and procedures prior to first week of day camp. The policies and procedures will be made available to families upon request.

Effective: The policies and procedure are reviewed annually to ensure that best practices and a high standard is being met.

ACCIDENT AND INJURY REPORTING POLICY

A system is in place to make sure that all staff understand the proper policy for reporting injuries and/or accidents properly.

POLICY STATEMENT

Systems are in place for staff to properly report accidents and injuries. The system will outline what types of accidents and/or injuries need to be reported. The policy will review steps for documentation.

PURPOSE

The purpose of this policy is to avoid any misunderstandings regarding proper reporting and documentation of accidents and/or injuries. The policy will help staff familiarize themselves with the process. The policy will review when an accident report should be completed.

PROCEDURE

- All staff will receive first aid and CPR C training prior to start of camp
- Staff will be required to report any injuries and/or accidents that required first aid
- Staff will be required to report any injuries and/or accidents that required CPR
- Staff will be required to report any injuries and/or accidents that required use of autoinjector
- Any occurrences in which the first aid kit is opened, documentation is required
- Proper documentation includes completion of incident report, signing of witnesses, note taking
- The accident/injury report must include child's name, staff name, date and time of accident, location of accident, description of accident nature of injury, staff response and first aid kit
- A copy of the form must be provided to the parent of injured child
- Any occurrences that requires calling EMS, documentation is needed
- The report needs to be completed in full and handed to Day Camp Coordinator
- Day Camp Coordinator will review all Incident reports before following up
- Day Camp Coordinator may need to contact parents/guardians for follow up If head/injury and/or serious accident/injury occurred
- Staff will always follow first aid and CPR standards
- All staff will make sure that proper supervision is provided for day campers while staff report incident

ADMINISTERING MEDICATION POLICY

A system is in place regarding the administration of prescription and non-prescription medications, emergency treatment, record-keeping, reporting practices and the safe storage of all medications.

POLICY STATEMENT

Systems are in place to support the participation of children who require various levels of assistance with the administration of medications. In such cases, all procedures for administering medications must be outlined for staff to follow and staff will be trained to administer the medication.

PURPOSE

To outline the terms and conditions under which children may have prescription and non-prescription medication administered to them by staff (includes leader training regarding emergency treatment techniques including EpiPens for anaphylaxis and AED). To protect children from being given medication that could have detrimental effects on their health and well-being and to ensure that when medication is administered, it is done safely under the direction of a physician and with the awareness of staff and parents/legal guardians/caregivers.

WHY IS THIS POLICY IMPORTANT?

The administering of medication can either help or seriously harm a child if mishandled. Given the potential serious implications of possible side effects such as allergic reaction or overdose, medication is not to be administered by staff unless precautions are taken to ensure appropriate authorization by a physician, dosage directions, timing and storage of medication are in place.

PROCEDURE

The Process

Before the Program commences

Develop an Authorization for the Administration of Medication Form (Appendix A). At minimum, information on the form should include:

- The child's name (at the top of every page) and emergency contact phone numbers
- The name and contact information of the prescribing physician
- The exact name of the medication
- The precise dosage to be given
- The exact date/time a dosage is to be given
- The medical condition/chronic illness is outlined
- Whether the dosage is to be administered by a staff or whether (as in the case of an asthma puffer) is to be self-administered by the child under the direct of supervision of a leader
- Any notes on possible side effects; and steps to be taken should side effect occur
- An indication of whether the child has taken the medication before or if he/she will receive his/her first dose while in the program
- Instructions for storing the medication

- The parent/legal guardian signature

Include a chart on the Authorization for the Administration of Medication Form for the staff to document each dosage administered, including the date, dosage, time administered, leader's signature, comments on any side effects or other pertinent information.

Whether conditions are of a mild or temporary nature or they are potentially life-threatening illnesses, an Authorization for the Administration of Medication Form (Appendix A) must be completed in advance by the parent/legal guardian.

Staff and Other Support Staff Training

Staff of Children with Life Threatening Illnesses

- Staff must receive specific training to observe warning signs and conditions for children who:
 - a) Experience severe allergies and anaphylactic shock
 - b) Are prone to severe asthma
 - c) Are prone to seizures
 - d) Have diabetes
 - e) Are medically fragile
- Staff must receive specific training on the administration of medications and the follow-up action required for any of the above conditions including the use of EpiPens® and/or asthma puffers regardless of whether it is staff-administered or self-administered

Procedures for receiving medications from parents/legal guardians including:

- Ensuring medication is in the original packaging
- The prescription label must be cross-referenced with the Authorization for the Administration of Medication Form (Appendix A) completed by parents/legal guardians to ensure that it matches
- Staff must examine the label for the date it was dispensed and the expiry date to verify that the medication is a current prescription
- Check expiry dates on all medications
- Note the number of doses left in the package when received
- Ensure the container has a pharmaceutical sticker or label attached indicating the name of the child and directions for the administration and storage of the medication
- When a unit of measurement is prescribed for dosages (E.g. "a teaspoon" or "5ml") the parent/legal guardian/caregiver must supply a dosage implement with the medication. The implement is to be labeled with the child's name and stored in the locked medication box

- With care not to contravene the Privacy Act, the Day Camp Program Coordinator will advise other staff at the site of the medical conditions and identities of children with severe allergic reactions or other life-threatening health conditions so that all appropriate site personnel are aware and prepared to assist if needed in getting care for the child.

Administering Medications

Each time medication is administered staff must:

1. Observe proper hygiene by washing their hands and the medication measurement implement.
2. Administer medication at the exact time and dosage prescribed.
3. Observe the child if the medication is to be self-administered.
4. Clean the medication measurement implement and return it with the medication to the locked storage box.
5. Complete and sign the chart on the Authorization for the Administration of Medication Form (Appendix A).
6. Observe the child for side effects. If side effects occur, the parents/legal guardians should be notified immediately. Information regarding the side effects should be recorded on the chart and the Day Camp Coordinator should be notified. If side effects are severe, call 911.

NOTE:

- If the child has never taken the medication before or is taking his/her first dose in the program, leaders should pay extra attention for possible signs of side effects, including an allergic reaction
- If medication is not given or refused, reasons for such an omission must be noted in the Record of Medication Administration and the parents/legal guardians should be contacted
- Ideally, one leader should be responsible for administering medication to children – to minimize the chances of double doses. A back up leader should be trained in case of absence however one leader should be “assigned” each day

Observing a Child Self-Administer Medications

In cases where children carry a self-administered asthma puffer, an EpiPen®, or an insulin pump, parent/legal guardian should still be required to complete the Authorization for the Administration of Medication Form (Appendix A) (form may list side effects). When children use the medication, leaders should still record, monitor and report to parents/legal guardians. When EpiPens® are administered, immediate medical attention is required. Any time that an EpiPens® is used, the parent/legal guardian and 911 must be called.

Record Keeping

- Before medication is administered, have the parent/legal guardian complete and sign an Authorization for the Administration of Medicine Form. Keep this on file with the child’s records

- Notify the Day Camp Coordinator when a parent/legal guardian has authorized the administration of medication

Storage

- Medication (unless self-administered) must be stored in a locked box out of the reach of children and kept at the temperature recommended on the label. Sometimes this requires that medication is refrigerated, and this may require a cooler
- EpiPens® (or other auto injector devices) should be carried on the child with the allergy when they have demonstrated maturity (or as designated by the parent/legal guardian). An additional prescribed EpiPen® should be available for the child and should be kept in a location that is easily accessible and known to all staff
- Any leftover medication at the end of the prescription term is to be returned directly to the parent/legal guardian in its original container

ANAPHYLACTIC & SPECIAL MEDICAL NEEDS POLICY AND PROCEDURES

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. Attending to children who have special medical needs is imperative and this policy supports that staff will take appropriate steps to attend to the needs of each child. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and special medical needs and provide relevant and important information on anaphylaxis to parents, staff, volunteers, campers and visitors at the Day Camp Program.

POLICY STATEMENT

Individualized Plans and Emergency Procedures for Children with Life-Threatening/Anaphylactic Allergies and Special Medical Needs

- Direct parent to specify on registration form about any medical conditions or special medical needs, including whether the child is at risk of having or has anaphylaxis
- Prior to a child attending the program or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedure will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation.
- All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms
- The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment
- All individualized plans and emergency procedures will always be made readily accessible to all staff, campers and volunteers at the Day Camp Program and will be kept in the Participant Registration Binder
- All individualized plans and emergency procedures will be reviewed with a parent of the child prior to the start of the Day Camp Program to ensure the information is current and up to date
- Every child's epinephrine auto-injector must be carried everywhere the child goes

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must always be followed by staff, volunteers and campers in the Day Camp Program.

- Do not serve foods where its ingredients are not known
- Do not serve items with "may contain" warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens
- In cases where the snacks provided by the Day Camp Program cannot meet the child's needs, ask the child's parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented

- Ensure that the parents label food brought to the Day Camp Program with the child's full name and the date the food arrived at the program, and that the parents advise of all ingredients
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged
- Ensure children are rid of specific allergens prior to attending the Day Camp Program
- Do not use craft/sensory materials and toys that have known allergens on the labels
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the program
- Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff and volunteers are trained on the plans
- Refer to the allergy list and ensure that it is up to date and implemented
- Update staff and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures
- Update families when changes to allergies occur when maintaining the confidentiality of the children
- Revise and implement the strategies in this policy depending on the allergies of children enrolled in the Day Camp Program

Communication Plan

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies and special medical needs with staff, students, volunteers, parents and families.

- Parents will be informed that campers are not to bring foods that contain ingredients to which children may be allergic
- Parents and families will be informed about anaphylactic allergies and all known allergens at the Day Camp Program
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child, describing how to identify that they are having an allergic reaction and what to do if they experience a reaction
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while attending the program
- Day Camp Program staff will communicate with the Community Recreation Coordinator by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures

Drug and Medication Requirements

- Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the Administering Medication Policy will be followed including the completion of an Authorization for the Administration of Medication Form (Appendix A)

- Emergency allergy medication (i.e. Oral allergy medicine, puffers and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed

Training

- The Day Camp Coordinator will ensure that all staff receive on anaphylaxis and the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication as well as pertinent training for any child who has special medical needs
- Where only one staff has been trained by a parent, the staff will ensure training is provided to all other staff and volunteers at the Day Camp Program
- Training will be repeated annually, and anytime there are changes to any child's individualized plan and emergency procedures
- A written record of training for staff and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked, and follow-up is completed where an individual has missed or not received training.

Confidentiality

- Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy

Procedures

Circumstance	Roles and Responsibilities
A) A child exhibits an anaphylactic reaction to an allergen	<ol style="list-style-type: none"> 1. The person who becomes aware of the child's anaphylactic reaction must immediately: <ol style="list-style-type: none"> i. Implement the child's individualized plan and emergency procedures; ii. Contact emergency services and parent/guardian of the child, or have another person do so where possible; and iii. Ensure that where an epinephrine auto-injector has been used, it is properly discarded 2. Once the child's condition has been stabilized or the child has been taken to hospital, staff must: <ol style="list-style-type: none"> i. Follow the Day Camp Program Serious Occurrence Policy and Procedure;

	<ul style="list-style-type: none"> ii. Document the incident in the daily written record; and iii. Document the child's symptoms of ill health in the child's records
<p>B) A child is authorized to carry his/her own emergency medication</p>	<ul style="list-style-type: none"> 1. Staff must: <ul style="list-style-type: none"> i. Ensure that written parental authorization is obtained to allow the child to carry their own emergency allergy medication; ii. Ensure that the medication remains on the child and is not kept or left unattended iii. Ensure that appropriate supervision is maintained of the child while carrying the medication and of children in their close proximity, so the other children do not have access to the medication; and iv. Where there are safety concerns relating to child carrying his/her own medication, notify the Day Camp Coordinator and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the daily written record

CHILD GUIDANCE AND COACHING POLICY

Staff are to be knowledgeable and understand the requirements of their position. All Staff will build positive relationships with the children in their program and will provide consistent expectations and proper supervision to ensure that problems/situations can be avoided. In the case where a situation cannot be avoided, Staff are expected to complete the Child Guidance and Coaching Log Sheet (Appendix E).

POLICY STATEMENT

Staff will practice and promote a healthy, positive atmosphere within the Day Camp Program. Staff will provide the campers with consistent expectations and proper supervision to minimize the number of problems/situations that may occur within the program. Acceptance and a good sense of humour is an important part of building strong relationships with the children, while continuing to enforce the rules and provide support by guiding or coaching the children when problems/situations may arise. All staff will communicate clearly with parents/guardians regarding child's day. Staff will professional and politely outline any potential challenges that may have occurred throughout the day and work alongside parents/guardians to establish a plan. If needed, staff will document child's behaviour and develop and individualized plan for the success of the child at day camp.

PURPOSE

This policy is put in place to ensure that the children attending the program are following the rules set in place to keep all individuals in the program safe and enjoying their time. The policy is here to help staff collaboratively work with parents. The policy outlines action plan for children who may need individualized support plans.

PROCEDURE

The Process

- Problem solve with the children as disagreements/situations happen. Identify the problem and brainstorm with the children on possible solutions to the problem in the future. Follow through with solutions and re-evaluate if necessary
- Document the situation on the Child Guidance and Coaching Log Sheet (Appendix E)
- Always ensure proper supervision of the program. Many problems/situations can be prevented with proper observations. Develop an ability to see or know what is always going on in the program. Use redirection before the situation escalates in to a problem
- Use logical and natural consequences to problems
- Set age appropriate limits
- Acceptance of each child must be sincere and unconditional. Respect all children's feelings. Teach them that it is not wrong to feel angry or frustrated but there are socially acceptable ways of displaying these feelings. It is the staff's role to support these children in exploring appropriate ways to express anger as well as their other feelings
- Use positive reinforcement in a sincere manner
- Provide the children with choices, whenever possible
- Make use of a "cooling off" period or a "sensory break" if applicable. Provide the child with a quiet activity (book or sensory item) until the child feels in control of their emotions and can return to the group activity. It is up to the child to identify when they are ready to rejoin the group
- Consistency is key
- Maintain professional record of occurrences which need to be communicated with parents/guardians
- Ensure open communication with parent/guardian regarding child's behavior

- Be professional, honest, and clear when speaking with parents /guardians
- Ensure that parents/guardians are informed about BOTH positive and negative behaviours that occurred throughout the day
- Work alongside parents/guardians to meet the needs of the child and to develop a plan together

CONCUSSION POLICY & PROCEDURE

POLICY STATEMENT

Staff will follow a series of steps if a head injury and/or possible concussion occurs. Staff will be knowledgeable and trained in first aid and CPR C. Staff will be aware of signs and symptoms of a concussion and/or head injury. Staff will understand their duty to report, contact parents, and recommend additional medical care. Staff will do everything in their power to keep day campers safe.

PURPOSE

The purpose of this policy is to ensure staff understand the procedure for dealing with a head injury and/or concussion. The policy will outline the proper protocol that will be used when dealing with such injury. The system will review steps and outline the process that must be examined in case of a head injury and/or concussion. This policy is created to ensure campers seek additional medical care if needed.

PROCEDURE

The Process

- Follow first aid protocols
- Call EMS in the case the child has lost consciousness, is losing consciousness, has slurred speech and/or issues balancing
- Call EMS if the child is vomiting and/or nauseous
- Call EMS if the child is not breathing
- If the child experiences signs and/or symptoms of concussion call parents and ask them to take their child to the hospital
- Staff will document any injuries in a formal incident report and submit to Day Camp Coordinator or Recreation Coordinator
- Staff will report incident and include the following information: name of child, how it occurred, location, time it occurred, and what caused the event
- Staff will document steps for follow up these include contact parent, ask parent to pick up child, recommend child seek medical care
- Staff will complete Injury form and get parent/guardian to sign see Appendix N
- Staff will document incident and develop precautionary measures to prevent event from happening again

END OF DAY PICK UP POLICY

A system is in place for the safe release of children to their parents/legal guardians and adults other than the designated parent/legal guardian/caregiver. Child custody arrangements related to the release of children from the program are documented and monitored.

POLICY STATEMENT

The safe release of children to authorized individuals requires strict vigilance. Children are not to be released into the care of any individual other than parents/legal guardians without expressed verbal or written consent from the parents/legal guardians.

PURPOSE

To protect the safety of the children.

WHY IS THIS POLICY IMPORTANT?

Children must never be released from a program to anyone without specific authorization by the parent(s)/legal guardian(s). Children may be familiar with an individual who arrives to pick them up, however the staff has no way of knowing for certain what the circumstances are or what the child's relationship is with that adult. In situations such as child-custody or abuse cases, a leader could inadvertently release a child to an adult who has not been allowed custody or contact with the child.

PROCEDURE

The Process

Training

- Train all staff on the child-release procedures. Training should include what to do if someone attempts to take a child without authorization, and how to deal with someone who is known to have a restraining order against him/her
- All staff must be trained to maintain confidential information while keeping with The Privacy Act and the Personal Information Protection and Electronic Documents Act.

Parent Information at time of registration

- Upon registration, parents/legal guardians will complete the Authorization to Release Child section. This section of the Program Registration Form identifies individuals that are authorized to pick up their child(ren) from the program, providing Government issue identification (passport, drivers license)
- In cases of divorce and separation, the custodial parent must provide written details/approvals regarding release of a child(ren) to the non-custodial parent
- Upon registration, advise parents/legal guardians that, under no circumstances, will children be released to unauthorized individuals until verbal or written consent is obtained directly from the parent

Record Keeping

- File written authorizations by parents/legal guardians at the program location, so that a referral can be made each time a child is released to a non-parent

- Authorized individuals must sign the “sign out” form indicating time of day and providing a signature

On-site Pick-up

- In the event that an adult arrives to pick up a child without prior authorization by a parent/legal guardian, the leader should phone a parent/legal guardian directly to get consent to release the child. Do not leave the child alone with the individual while making the phone call
- Should an unauthorized adult arrive to pick up a child and conflict develops, the police should be called. In all cases, the safety of the child should be the priority
- In the event that a parent/legal guardian leaves a message to advise the program that their child will be picked up by a designated adult who is not on file, phone the parent/legal guardian directly and verify consent before releasing the child

ENROLLMENT AND RECORD POLICY

A system is in place to ensure the safe keeping of records, registration, and enrollment information. This policy will ensure that up-to-date records are always available to staff. These records will include the following:

1. The name, date of birth, and home address of the child enrolled;
2. The names, home addresses, and telephone numbers of the parents of the child enrolled;
3. The names of persons to whom the child enrolled may be released to;
4. Written instructions signed by a parent of the child enrolled for any medical treatment or drug or medication that is to be dispensed during the hours the child is receiving care;
5. Written instructions signed by a parent of the child enrolled concerning any special requirements in respect to diet, rest, or exercise.

POLICY FOR DOCUMENTATION OF IMMUNIZATIONS

All registrants must submit a copy of immunization record unless registrants are enrolled in The City of Guelph or the County of Wellington Public School. In the case that the child is registered in the County of Wellington Public School or attends Public School within the City of Guelph, the School name must be provided. If the child is not registered within the City of Guelph Public School Board or within the County of Wellington-North School Board, a copy of the last vaccination record must be kept on file.

FIRE, TORNADO AND EVACUATION SAFETY

A system is in place that describes the methods and frequency for the following safety drills.

- Fire Drill
- Tornado Drill
- Evacuation Drills

POLICY STATEMENT

Fire, tornado and evacuation drills will be conducted to educate staff and children about survival strategies and procedures to reduce risk when faced with these dangerous conditions.

PURPOSE

To ensure that everyone associated with the program or activity is familiar with the drill procedures so that risk of personal injury in real life circumstances can be reduced.

WHY IS THIS POLICY IMPORTANT?

Staff and children who are trained in specific and coordinated survival strategies when faced with a fire, tornado or other situation resulting in an evacuation have increased chances of survival. Drills enabled a detailed examination of the effectiveness of a safety plan. This can mean the difference between life and death in a real-life situation. World weather patterns are becoming more unpredictable and there has been a significant increase in incidence of tornados in populated areas in recent years.

PROCEDURE

The Process

- Determine frequency of drills (once per week)
- Develop staff responsibilities and training as well as child training content and timing
- Document when drills take place
- Provide detailed fire procedure at each location
- Each location will have a list of emergency phone numbers posted on the wall
- Staff will have Parent/guardian emergency contacts available in case of medical emergency
- Each location will have access to a telephone
- Staff will have an attendance sheet for fire drills

Fire Drill Considerations

Onsite

Upon stating that there is a drill, children should immediately line up in single file. Staff should take all class lists/contact information as well as any necessary medications and proceed to the nearest exit and then to a safe place away from the building. Children should be counted during the exit process and a leader should be last to exit the building ensuring that all children are accounted for and go to the prearranged location as indicated.

Tornado Drill Considerations

Onsite

- Designate one staff to monitor weather conditions. A “storm watch” means that a storm may develop whereas a “storm warning” indicates that severe weather is imminent, and precautions should be taken
- Identify and designate safe areas within a building for the refuge in case of tornado. Avoid any areas with access to windows or doors or areas with a large roof span. The safest areas are usually an interior hallway or room on the lowest floor without direct access to doors or windows to protect everyone from breaking glass
- Always conduct a head count as children are lining up, when they are in position and again after the drill
- During the drill, children should sit in a tuck position with their back against the wall, head tucked forward and hands over the back of their head until the directed otherwise
- Use area specified for the identified space the Day Camp Program is utilizing

Outdoor Activity

- Outdoor activities should stop and all children moved as quickly as possible to safe shelter in cases of severe weather including lightening, thunderstorms, tornado watch and temperature extremes
- Activities should not be resumed until all weather warnings have cleared

Evacuation Drill Considerations

In the case of an unexpected evacuation, follow fire drill considerations and use emergency evacuation location as indicated in the handbook.

HAND WASHING PROCEDURES

Systems are in place for children to wash their hands prior to eating snacks and after using toilet facilities.

POLICY STATEMENT

Staff will be vigilant to ensure that children wash their hands after using the toilet facilities and prior to eating meals or snacks.

PURPOSE

Germs can easily spread on play surfaces and toys despite efforts to keep areas clean. Hand washing is an effective way to reduce the spread of germs to reduce the risk of illness.

WHY IS THIS POLICY IMPORTANT?

When children play together in close quarters, the likelihood of germs spreading through the program population is reduced if regular hand washing regime is practiced. Children's immune systems are still developing, and they have greater chance of becoming ill if exposed.

PROCEDURE

The Process

Teach and reinforce the following hand washing techniques with the campers:

1. Wet hands
2. Using soap rub hands together washing between fingers, palms, back of hands and wrists for about 25 seconds
3. Rinse with clear water
4. Dry hands with a paper towel and use the paper towel to turn off the water tap
5. Toss paper towel in the garbage taking care not to touch any surfaces

Establish a routine of taking a washroom break 5 to 10 minutes prior to each snack. Proceed directly to snack eating area immediately after washing their hands to prevent children from getting down on the floor or ground areas prior to eating.

Children will also be encouraged to sneeze or cough into their elbows opposed to their hands to prevent the spread of germs.

HEALTH AND NUTRITION FOOD POLICY

As part of a summer day camp, we strive to keep campers happy, healthy, and having fun. Part of this objective includes implementation of a healthy and nutritious food policy.

POLICY STATEMENT

This policy makes every effort to ensure that campers and staff are making healthy choices. The policy provides information to parents regarding healthy and unacceptable food choices. Parents are encouraged to pack nutritious and balanced lunches for their campers.

PURPOSE

The purpose of this policy is to provide parents/guardians and campers with knowledge on healthy food choices. The policy will help everyone make healthy choices and ensure campers are getting nutritious foods daily. The policy also ensures that staff are role modelling this behavior and working hard to consume healthy and nutritious foods.

PROCEDURE

1. All staff will be encouraged to model healthy eating habits
2. Campers will eat together at a designated time and be given two snack breaks throughout the day
3. Counsellors will encourage healthy eating by discussing choices and options with campers
4. Parents and/or guardians will be encouraged to pack high energy lunches for their children while attending camp (ex. Fruit, vegetables, proteins, whole grains, etc.)
5. Canada's Food Guide will be accessible for staff, counsellors, and parents/guardians for referral
6. Any snacks that camp provides will be healthy and nutritious
7. Any differences in food culture will be accepted, except for any foods that may inflict allergy
8. On the rare occurrence that food is served to campers Canada's Food Guide will be considered
9. On the occurrence that food is served to campers' food will be balanced and nutritious
10. Documentation of food allergies will be kept
11. Signs with allergens will be posted in camp facilities
12. All staff will be aware of camper food allergies
13. One supervisor from each location will be trained with Food Handling

HEALTH EMERGENCY ACTION PLAN

This policy is to ensure staff understand the procedures for dealing with a health-related emergency. A system is put into place to ensure the safety of all campers. This system will help staff in making decisions and dealing with medical emergency properly.

PROCEDURE

In the event of the following EMS will be called immediately to respond to health emergency:

1. Improper dosage of medication is administered or taken accidentally
2. Anaphylactic response to allergens
3. Head injury or trauma to the brain
4. Fainting and/or loss of consciousness
5. Irregular behavior i.e. Slurred speech, trouble speaking, loss of balance and/or coordination
6. Seizure
7. Chest pain, stroke, heart attack, angina
8. Spinal injury
9. Loss of feeling in parts of the body
10. Extreme vomiting, diarrhea, and/or fever
11. Trouble breathing

ILLNESS POLICY

It is everyone's responsibility to maintain a healthy environment. Communication with both the camper's parents and staff are important. Through this communication, Day Camp Program staff and parents can make decisions together regarding any symptoms the child may have and whether they should be at the program or not.

All staff will be consistent with communication upon arrival to the program location. Staff should be aware of the characteristics of the children in their group and how their demeanor changes when they are feeling ill.

POLICY STATEMENT

The Day Camp Program will maintain a safe and healthy environment for children, their families, staff, and volunteers.

DEFINITIONS

Symptoms or Conditions of ill health for which a child, Day Camp Program staff and volunteer should be excluded from care include but are not limited to:

- Fever. A fever may be accompanied by general symptoms such as listlessness, sleepiness, sore throat, coughing, runny nose and eyes, ear ache
- Difficulty breathing – persistent cough or wheezing
- Infected skin or eyes or undiagnosed rash
- Severe itching
- Unexplained diarrhea – exclude for 24 hours, diarrhea free
- Nausea and vomiting – exclude for 24 hours, vomiting free
- Known or suspected reportable or communicable diseases

PROCEDURE

Day Camp Program Staff

- Do not attend the Day Camp Program if feeling unwell
- Report incidents of known or suspected reportable illnesses to the Day Camp Coordinator and/or Community Recreation Coordinator
- Each day, observe children upon entry to program and throughout the day for symptoms of ill health
- If child displays symptoms of ill health, make record of their symptoms on the attendance and in the communication log
- In collaboration with the Day Camp Coordinator, notify parent/guardians of any observed symptoms of ill health specific to their child at the end of the day, or sooner as required for pick up from program
- If a child displays symptoms of ill health that prevent them from fully participating in the entire program (i.e. indoor and outdoor play);
 - Attempt to make the child as comfortable as possible in a quiet space located away from other children where they can continue to be easily supervised
 - Record symptoms of ill health in the communication log
 - In collaboration with the Day Camp Coordinator, contact the parent/guardian and request that they come and pick up their child. The child may not remain at the program
 - If the parent/guardian is unable to pick up their child, inform them that they must send another authorized adult to come pick up their child
 - If the parent/guardian cannot be reached, contact the emergency back-up listed by the parent/guardian on the child's registration form

- Day Camp Program Staff that are unwell will contact the Day Camp Coordinator as soon as possible to indicate their absence at work, including the symptoms of ill health that they are experiencing
- Day Camp Program staff indicating they may have a reportable communicable disease will take direction from the Day Camp Coordinator as to next steps for returning to work

Students and Volunteers

- Participate in orientation prior to interacting with the children at the Day Camp Program
- Students and Volunteers that are unwell will contact the Day Camp Coordinator as soon as possible to indicate their absence, including the symptoms of ill health that they are experiencing
- Students and volunteers that indicate they may have a reportable communicable disease will take direction from the Day Camp Coordinator as to next steps for returning to placement

Day Camp Coordinator

- Oversee staffing arrangements when Day Camp Program staff are sick
- Provide direction to staff regarding return to work
- In collaboration with the Day Camp Program staff, notify parent/guardians of any observed symptoms of ill health specific to their child at the end of the day, or sooner as required for pick up from the program

REVIEW OF POLICY

All staff and volunteers will review this policy as part of the orientation process and at any other time that there are significant

INDIVIDUALIZED SUPPORT PLANS AND INCLUSIVE PROGRAMMING

Inclusion means children are welcome, supported and valued. It means that the activities of playing, learning and growing, happen in a way in which all children belong. It does not mean that every child does the same thing at the same time; all children have different aptitudes and abilities. An inclusive setting accommodates and builds on a child's strengths. Effective inclusion is a process.

All staff will provide a welcoming and nurturing environment for all children and families who register in the program. The Community Recreation Coordinator in collaboration with the Day Camp Coordinator will ensure that any child with special needs requiring support has completed individualized plan prior to starting the program. Staff will review and sign off on the individualized plan and participate in any required training provided.

POLICY STATEMENT

The Day Camp Program will provide inclusive programs, striving to find ways to include all children and remove barriers that prevent children from actively participating. Planned activities and experiences are open ended (ie. children participate at their level, with staff observing, interacting and enhancing each experience for every child)

PROCEDURE

- Children with identified special needs (who require an in-depth modified plan) will have an individualized support plan (Appendix G) completed prior to attending the program, detailing the needs of the child, additional support, aids or other modifications to the physical, emotional, social and learning environment. The individualized support plan (Appendix G) will be updated and reviewed as required.
- Staff will review and sign off annually on the individual plan or as changes occur
- The parent will be required to provide instructions, as well as demonstrate for any supports or aids needed within the program
- We advocate that all staff involved with families will work as a collaborative team, based on mutual respect and understanding.

MANAGEMENT OF CONFIDENTIAL INFORMATION POLICY

Systems are put in place and articulated regarding the management and dissemination of confidential information. Staff training includes references to Privacy Legislation and the obligation to protect personal privacy.

POLICY STATEMENT

The personal privacy of the children and families involved in programs is protected and valued. All confidential information pertaining to children and their families will always be kept secure. This includes information about medical conditions, family status (including marital, financial and educational status), personal information (including phone numbers and addresses), personal concerns or issues, or delicate matters regarding a child and his/her family.

PURPOSE

To keep all staff informed about the commitment of the Township of Wellington North, with respect to confidentiality and to provide direction on how to protect the personal privacy and dignity of children and their families.

WHY IS THIS POLICY IMPORTANT?

Staff has access to confidential information about children and their families. All children have the right to privacy of the information entrusted to staff. Breach of this trust could have devastating effects on children or their families within the community. Staff do not have the right to share confidential information inappropriately, whether through deliberate breach of trust or carelessness.

PROCEDURE

The Process

- Provide a detailed overview of pertinent legislation that all staff must comply with
- Develop and document procedures for protecting private information, such as:
 - Have staff sign confidentiality agreement outlining their responsibility to safeguard the private information of participants and their families
 - Restricting access to confidential filing systems, including computerized data banks, through use of security passes and computer-user passwords
 - Securing office areas, files, attendance forms, registration binders or paper records that contain confidential information, to ensure they are not accessible or left unattended in program and public areas
 - Refrain from engaging in casual conversations about children and their families with third parties
 - Using polite discretion when dealing with third parties wishing to learn about confidential matters
 - Taking precautions when discussing confidential information or concerns about a child or family with co-leaders
 - Prohibiting the removal of confidential records from the program premises unless required by organization officials or those with legal entitlement
 - Procedures for releasing information should be in place for special circumstances where a release of confidential information has been formally requested by the organization, a parent/legal guardian or a third party. Parents/Legal guardians should discuss the matter

- with the Day Camp Coordinator and sign a Consent for Release of Confidential Information Form which specifies the nature of the information and how it is to be shared
- Community Recreation Coordinator should monitor staff ability to handle confidential information appropriately



Confidentiality Agreement

To: The Corporation of the Township of Wellington North

I, _____, the undersigned understand the significance and necessity for the strict confidentiality of business, personnel and other confidential information not in the public domain arising from the business affairs and activities of the Township of Wellington North.

I therefore covenant and agree as follows:

1. To keep any such information received in the course of my duties, office, role or capacity with the Township of Wellington North confidential.
2. That I will respect the privacy of others and keep confidential any and all such information received or learned by me about all bodies, businesses, individuals and subjects during the course of my duties, office, role or capacity with the Township of Wellington North.
3. To take all steps necessary to preserve the confidential nature of such information learned or received by me in the course of my duties, office, role or capacity with the Township of Wellington North.

I understand that a breach of this confidentiality agreement will be brought to the attention of the Chief(s) Administrative Officer/Council and that I may be subject to discretionary disciplinary action and possible termination of employment or any other duties, office, role or capacity within the Township of Wellington North, for cause.

Signature

Print Name

Witness Signature

Date

OUTDOOR AND PLAYGROUND SAFETY POLICY AND PROCEDURES

Outdoor play is an integral part of the daily schedule and plays an important role in the development of children's overall well-being. In order for children to thrive in outdoor play, it is crucial that there be sufficient equipment for children to engage in active play and that staff engage as active participants in the play. In addition to providing physical benefits, active play outdoors strengthens functioning in cognitive areas such as perception, attention, creative problem solving, and complex thinking.

POLICY STATEMENT

General

- Day Camp Program staff will ensure that there is enough equipment that is appropriate for the children's age learning and development needs during outdoor play.
- The maximum capacity of the playground will not be exceeded at any time.

Playground Inspections/Checks

- Outdoor space, fixed play structures and surfacing checks will be conducted daily.
- All playground inspections will be documented.

Supervision

- Children will always be supervised during outdoor play
- Staff will position themselves through the playground and rotate their position where required to ensure children can be visually supervised while engaging in play
- Staff to child ratios will be maintained
- Staff will use a 'buddy-system' for any campers who may need to use the washroom and/or leave the location at any point
- Staff will ensure that buddies are the same gender before leaving to use washroom facilities
- Campers will be taught about the 'buddy-system' the first day of camp
- Staff will always enforce the "buddy-system"

In the Case of a Missing Child

- In case of missing child, staff will search area
- Staff will do a thorough search of all facilities
- Staff will contact Police immediately if child is not located
- Staff will document events in daily journal
- Staff will contact parents of child

Procedure

Daily

Before using the outdoor play space/playground

- 1) Staff Must:
 - Walk around the entire outdoor play space being utilized to look for and identify hazards and defects as indicated in the Daily Playground Visual Inspection Checklist (Appendix H).
 - Notify the recreation department if hazards are observed
 - Complete the playground inspection checklist, sign and date it

- 2) In preparation to exit the Day Camp Program building to use the outdoor play space or playground, staff must:
- Ensure all emergency medication accompanies children, where applicable
 - Ensure all emergency contact information is readily available for children
 - Ensure the attendance record is readily available
 - Ensure appropriate steps related to environmental factors have been implemented (ie. Children are appropriately dressed for the weather, there are no entanglement risks, etc)
 - Conduct head counts prior to leaving the indoor area, and while transitioning them to outdoor play space or playground

While using the outdoor play space/playground

- 1) Staff must:
- Position themselves in areas that ensure that all children and areas of playground can be properly supervised at all times
 - Ensure that there is access to drinking water at all times
 - Complete head counts of children every 15 minutes
 - Implement the goals and approaches of the program statement, such as engaging with the children in play
 - Refrain from using personal mobile devices (exceptions include emergency situations) or using outdoor time to socialize with other staff or volunteers during play

Where a child is injured on the playground, staff must:

- Administer first aid, where appropriate
- Contact emergency services, where appropriate
- Notify the parent of the child
- Complete an Accident/Incident Report (Appendix L)

When returning from the outdoor play space/playground

- 1) Staff must:
- Conduct head counts prior to returning indoors from the outdoor play space or playground, while transitioning indoors, and upon returning to the indoor play activity space
 - Ensure that attendance records, emergency medication and children's emergency contact information is brought indoors with the group

PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES

The purpose of this policy is to provide a transparent process for parents/guardians and the Day Camp Program staff to use when parents/guardians bring forward issues/concerns.

POLICY STATEMENT

General

Parents/guardians are encouraged to take an active role in our Day Camp Program and regularly discuss what their child(ren) are experiencing within our program. We strive to provide nurturing and inclusive environments that are attuned to the interests of children. We foster the engagement of ongoing communications with the parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction. All issues and concerns raised by parents/guardians are taken seriously by all Day Camp Program staff and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request, the level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/legal guardians within one (1) business day. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons.

Conduct

Our Day Camp Program maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Day Camp Coordinator.

PROCEDURES

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or After School Program Coordinator responding to issue/concern:
Program Room Related I.e. Schedule, indoor/outdoor activities, etc.	Raise the issue or concern to: <ul style="list-style-type: none"> • The Day Camp Program staff Or <ul style="list-style-type: none"> • The Day Camp Coordinator 	<ul style="list-style-type: none"> • Address the issue/concern at the time it is raised Or <ul style="list-style-type: none"> • Arrange for a meeting with the parent/guardian within one (1) business day
General, Centre or Operations Related I.e. Fees, hours of operation, staffing, waiting lists, etc.	Raise the issue or concern to: <ul style="list-style-type: none"> • The Community Recreation Coordinator 	

<p>Staff, Coordinator</p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> • The individual directly <p>Or</p> <ul style="list-style-type: none"> • The Day Camp Coordinator <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the Day Camp Coordinator as soon as parents/guardians become aware of the situation</p>	<p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> • The date and time the issue/concern was received • The name of the person who received the issue/concern • The name of the person reporting the issue/concern • The details of the issue/concern • Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral
<p>Volunteer Related</p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> • The staff responsible for supervising the volunteer or student <p>Or</p> <ul style="list-style-type: none"> • The Day Camp Coordinator <p>All issues or concerns about the conduct of volunteers that puts a child's health, safety and well-being at risk should be reported to the Day Camp Coordinator as soon as parents/guardians become aware of the situation</p>	

POLICE RECORD CHECKS

Vulnerable Sector (VS) police checks are conducted for all leaders, volunteers and as deemed appropriate, any other staff in contact with children. Processes are in place to deal with unsatisfactory findings.

POLICY STATEMENT

Staff candidates and other identified staff candidates who could have contact with, or access to, children and/or vulnerable individuals in their roles, must submit a “clear” Vulnerable Sector (VS) verification check report prior to commencing work in services involving children.

PURPOSE

To mitigate the risk of placing children in the care of individuals with a history of inappropriate or dangerous behaviour with children. Pursuant to the Criminal Records Act, VS screening was established to provide screening of individuals who intend to work or volunteer with the vulnerable sector.

WHY IS THIS POLICY IMPORTANT?

A Vulnerable Sector police record check will identify if a staff candidate has a history of crime against children or vulnerable others. Requesting a clear VS check demonstrates due diligence towards keeping children safe from physical and sexual abusers. Screening for clearance to work with vulnerable populations may reduce the chance of putting children at risk or into the care of individuals who may have had prior convictions related to the care of children.

PROCEDURE

The Process

Indicate in all recruitment promotional materials that candidates will be required to submit a disclosure statement regarding any prior convictions and submit to a VS police record check regarding any criminal activity involving children or vulnerable individuals.

PROHIBITED CHILD BEHAVIOUR MANAGEMENT PRACTICES POLICY

Clear systems are in place and articulated to ensure that all staff are aware that they are prohibited from using certain negative child behaviour management tactics which include, but are not limited to, bullying, corporal punishment, sexual abuse, deprivation, neglect, humiliation, threats, intimidation and/or demeaning sarcasm.

POLICY STATEMENT

All children will be treated respectfully, in ways that protect their well-being, individuality, self-worth and self-esteem. The following behaviours are unacceptable:

- Corporal punishment, physically aggressive or harmful treatment of children
- Sexual abuse and sexual harassment of children
- Threatening behaviour, harassment, abuse and stalking using the internet and other forms of online and computer communications
- Leaving children unattended
- Depriving children of nurturing care and not meeting their basic, human needs
- Any form of prejudicial behaviour or derogatory comments directed at children due to their race, ethnicity, religion, gender, ability, socio-economic status, personal characteristics or life circumstances
- Mocking, ridiculing, embarrassing, threatening, intimidating, evoking fear or any other form of verbal, emotional or psychological abuse of children
- Swearing at or in front of children
- Inflicting bodily harm on children including making children eat or drink against their will
- Physical restraint of a child unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else and is used only as a last resort and only until the risk of injury is no longer imminent
- Locking the exits of the premises for the purpose of confining a child
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten a child or undermine a child's self-respect, dignity or self-worth

Any staff suspected of these behaviours may be removed immediately from having any contact with children and will be subject to full investigation into their conduct.

PURPOSE

To define behaviours which are unacceptable for staff in the presence of children and to communicate the consequences of any prohibited conduct

WHY IS THIS POLICY IMPORTANT?

Protecting the physical and emotional safety and security of children and ensuring treatment that protects their self-worth and self-esteem is the highest priority. It is imperative that all staff who come into contact with children clearly understand that the Township of Wellington North will not tolerate any of the behaviours that are deemed unacceptable. Staff are also responsible for modeling good behaviour and setting the cultural tone for a safe environment.

SAFE ARRIVAL POLICY

A system is in place to monitor the safe arrival of children and dictates that at the very least, in the case of a full day program, the parent/legal guardian should be contacted when a child does not arrive as expected.

POLICY STATEMENT

A system for monitoring the safe-arrival of children is in place for all full day and half day children's programs

PURPOSE

To help protect the safety of children by ensuring that leaders, supervisors and parents/legal guardians/caregivers know the whereabouts of absent children. To implement a plan of action immediately to locate children who are absent. This policy does not release the parent/legal guardian/caregiver from their responsibility for their child(ren)'s safety. The implementation of this policy can be modified in consideration of unusual conditions such as inclement weather or known transportation delays.

WHY IS THIS POLICY IMPORTANT?

The potential risk of injury or danger to children is minimized when staff take attendance as children arrive and follow up on absent children shortly after the program's start time. Parents/legal guardians/caregivers need to be informed if their child is unaccounted for so that they can take immediate action to locate and ensure the safety of their child.

PROCEDURE

The Process

Before the program starts

Upon registration, ask parents to identify in writing:

- Phone numbers where they can be reached
- Emergency contacts in case the parents/legal guardians/caregivers are inaccessible
- Advise parents/legal guardians/caregivers of their responsibilities regarding the attendance and safe-arrival policy when they are registering their children in the program
- Parents/legal guardians/caregivers information materials, stress the importance for parents/legal guardians/caregivers to keep leaders informed if a child is not going to be in attendance at the program/activity and outline the action that will be taken to determine a child's attendance status if they do not provide prior notice of a pending absence.
- All staff and supervisors are trained on attendance-taking and safe-arrival procedures

During Program Operation

- A clear process exists for parents to advise if a child will not be in attendance and this information is integrated with the attendance taking process to account for absences
- The staff starts to check attendance within 5 minutes of program commencement and compare this with the sign-in lists to ensure that all children who have arrived are still in attendance. Within 10

minutes, all attendance checks are complete, and the names of absent children are noted. At this point, leaders must:

- 1) Ask the other children in the program if they saw the child on their way to the program
 - 2) Conduct a quick scan of the immediate area to see if the child is playing or detained for some reason
- All absences are to be reported to the Day Camp Program Coordinator within 10 minutes
 - In circumstances where prior notification of an absence was not given and the child whereabouts is unaccounted for after 10 minutes, a series of phone calls will be initiated in the following order until the location of the child and their attendance status for the day is determined:
 - 1) The child's home
 - 2) The parent/legal guardian cell phone
 - 3) The parent/legal guardian place of work
 - 4) Emergency contact person for the child
 - All calls will be documented in a log format listing each place/person called, the time, date and the outcome of the call. If a parent/legal guardian/caregiver arrives or calls to notify of the child's absence while this calling process is underway, the time of the notification of the child's whereabouts will be noted as well as the name and phone number of the caller. If the caller is not a listed contact, the parent/legal guardian/caregiver must still be called to double check the status and reinforce that only an authorized and noted contact person can provide information regarding the status of the child's whereabouts (unless the individual brings the child to the program)
 - If all attempts to reach an authorized contact for the child have been exhausted without success, a process is in place for the Day Camp Program Coordinator to consult with a manager to determine the next steps to be taken to determine the child's whereabouts. This includes notification of police if deemed necessary. In the event that the parent/legal guardian is reached and the whereabouts of the child are still unknown, the police should be contacted
 - These processes are in place to ensure the well-being of the child and will not provide grounds for a refund of any registration fees

SANITATION PROCEDURES

A system is in place to ensure that safe and appropriate sanitation processes are implemented in all aspects of the program including but not limited to:

- Washing toys and equipment
- Refilling water bottles

POLICY STATEMENT

Sanitation procedures including disinfecting toys and equipment and cleaning all areas of the program space are followed for all elements of programs. In cases where children bring water/drink bottles each must be labeled with indelible marker showing the child's name. Staff must discourage sharing of beverages or food and encourage children to check for their name on containers to prevent the spreading of germs.

PURPOSE

To ensure that sanitary practices protects the health and well-being of children.

WHY IS THIS POLICY IMPORTANT?

Sanitary conditions are important in an effort to prevent the spread of germs that can cause illness or even death. Children do not think of the risks involved when sharing beverages, putting toys in their mouth or playing on floor surfaces. A caring adult must provide the necessary precautions and supports to mitigate the risks.

PROCEDURE

The Process

- Develop cleanliness standards for areas used by children's programs. Identify the areas and equipment used by children and determine how often they should be cleaned, given the number of users and frequency of use
- Provide direction to program, facility and custodial staff regarding who is responsible for each sanitation procedure
- Develop a list of health habits for staff to follow and promote among children in their programs. This list includes:
 - Washing hands with soap before preparing, serving or eating food
 - Washing hands with soap after using the washroom, sneezing or coughing
 - Discouraging the sharing of hats (to prevent the spread of head lice)
 - Discouraging the sharing of drinks or cups
- Water bottles or drink containers should be boldly labeled with the child's name to avoid children mistakenly drinking from the wrong container and spreading germs
- Train staff and volunteers on sanitation procedures
- Supply staff with antibacterial hand-soap, a safe disinfectant for table-tops and toys, dish soap, and paper towels
- Have the Day Camp Program Coordinator conduct random checks for the facility and monitor adherence to the policy and procedures during program observations

SERIOUS OCCURRENCE POLICY AND PROCEDURES

The purpose of this policy and the procedures within is to provide clear instructions for staff, students and volunteers to follow for how to identify, respond to and report a serious occurrence. It ensures that there is a plan to deal with any serious incidents that may affect the health, safety, and well-being of children and those directly working with children, and that these serious incidents are reported, tracked and followed up on.

This policy requires that an annual review be conducted of serious occurrences that took place over the calendar year for an opportunity to reflect on the incidents that took place and consider approaches that will be implemented to minimize the chance that the incidents will occur again in the future.

POLICY

Identifying a Serious Occurrence

- Serious Occurrences are defined as:
 1. The death of a child who received care at the program
 2. Abuse, neglect or an allegation of abuse or neglect of a child while receiving care at the program
 3. A life-threatening injury to or a life-threatening illness of a child who receives care at the program
 4. An incident where a child who is receiving care at the program goes missing or is temporarily unsupervised, or
 5. An unplanned disruption of the normal operations of the program that poses risk to the health, safety or well-being of children receiving care at the program (fire, flood, gas leak, detection of Carbon Monoxide, Outbreak, Lockdown, Other emergency relocation or temporary closure)

Note: Appendix A provides examples and scenarios of reportable and non-reportable incidents

Responding to a Serious Occurrence

- Identify needs of the injured child
- Perform medical attention (first aid, CPR) if needed
- Notify Police, Fire Department, EMS in case of serious occurrence
- Notify Police if child who is receiving care at the program goes missing or is temporarily unsupervised, or if an unplanned disruption of the normal operations of the program poses risks to the health, safety and or well-being of children receiving care at the program
- Notify fire department in the case of a fire emergency, flood, gas leak, detection of Carbon Monoxide, Outbreak, Lockdown, Other Emergency relocation or temporary closure
- Contact EMS if child needs medical care

Reporting a Serious Occurrence

- Staff will notify the Day Camp Coordinator and the Community Recreation Coordinator of a serious occurrence as soon as they become aware of the incident
- All serious occurrences will be reported
- Identifying information such as children or staff needs will not be included in the serious occurrence report
- Serious occurrences reported will be documented in the daily written record

- A summary of the report and action plan must be provided to the county of Wellington within 7 business days; all reports will be submitted by email or fax

Posting a Serious Occurrence Summary

- Within 24 hours of becoming aware of a serious occurrence, the Community Recreation Coordinator will complete a Serious Occurrence Notification for using the form available in the Appendix B
- The form will provide a summary of the serious occurrence and of any action taken by the Township of Wellington North
- The summary will not include any identifying information and will contain gender-neutral language
- The summary will be posted at the Day Camp Program in a place that is visible and accessible to parents for a minimum of 10 operating days, regardless of the serious occurrence type and the status of any related investigation
- All updates to the serious occurrence will be added to the posted summary, and the summary will remain posted for an additional 10 operating days each time any updates are added
- All serious occurrence summaries will be retained for 3 years from the date they are created or last updated

Annual Analysis of Serious Occurrences

- An annual analysis of all serious occurrences that occurred in the previous calendar year will be completed
- The annual analysis will be used to identify issues, trends and actions taken
- The analysis and record of actions in response to the analysis will be kept on file for review and retained for 3 years from the date the analysis and record of actions were created

Concerns about the Suspected Abuse or Neglect

- If any person, including a person who performs professional duties with respect to children, has reasonable ground to suspect that a child has suffered, or is at risk to suffer, physical or emotional harm or sexual exploitation or molestation inflicted by the person in care of the child, the person will report the suspicion directly to Children's Aid Society
- Suspected abuse or neglect that will be reported will include physical, emotional, sexual abuse and/or neglect
- Where a parent expresses concerns that a child is being abused or neglected, the parent will be advised to contact their local children's aid society directly. The person who becomes aware of these concerns is also required to report the concerns to the local children's aid societies

PROCEDURES TO RESPOND TO A SERIOUS OCCURRENCE
STEPS TO FOLLOW FOR ALL SERIOUS OCCURRENCES

Steps for Staff and Volunteers to Follow:	Steps for Day Camp Coordinator and the Community Recreation Coordinator to Follow:
<ol style="list-style-type: none"> 1. Immediately: <ul style="list-style-type: none"> • Ask for assistance from other staff or volunteers • Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training, where applicable • Call emergency services and follow direction from emergency services personnel, where applicable • Ensure that other children are removed from the scene and do not have access to the area, where applicable • Address any risks to the health or safety of the child and/or other children present to prevent the risk of further harm • Notify the Day Camp Coordinator and the Community Recreation Coordinator 2. Ongoing and after the incident: <ul style="list-style-type: none"> • Follow any direction provided by third-party authorities (ie. Police, CAS, public health, etc.) • Ensure that children are supervised at all times 3. Within 24 hours: <ul style="list-style-type: none"> • Document the incident in: <ol style="list-style-type: none"> a. The daily written communication book b. An accident/incident report (Appendix L), if applicable 	<ol style="list-style-type: none"> 1. Immediately: <ul style="list-style-type: none"> • Aid children, staff, volunteers and families • Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training • Call emergency services and follow direction from emergency services personnel, where applicable 2. Within 24 hours of becoming aware of incident: <ul style="list-style-type: none"> • Collect all pertinent information to report incident as a serious occurrence, including: <ol style="list-style-type: none"> ○ Description of the incident ○ Date, time, place where it occurred, actions taken and outcome ○ Current status of the incident and child/parties involved; and ○ All other parties notified (ie. Emergency services, CAS, etc.) • Report the serious occurrence to respective individual by telephone or email • Post a summary of the serious occurrence and of any action taken by the Day Camp Program in a place that is visible and accessible to parents 3. Ongoing and after the incident: <ul style="list-style-type: none"> • Follow any direction provided by third-party authorities (ie. Police, CAS, public health, etc) • Always maintain confidentiality • Update the serious occurrence report as required • Conduct an internal review of the serious occurrence with staff, students and volunteers to establish next steps and reduce probability of repeat occurrences • Provide children, parents, staff, students and/or volunteers with supports, if needed • Review with staff, students and volunteers the Day Camp Programs, program statement policies and procedures that set out prohibited practices and expectations of promoting the health, safety, nutrition and well-being of all children

STEPS TO FOLLOW ACCORDING TO SPECIFIC SERIOUS OCCURRENCE CATEGORIES

Serious Occurrence Category	Steps for Staff and Volunteers to Follow:	Steps for Day Camp Coordinator and the Community Recreation Coordinator to Follow:
Death of a Child	<p>Death occurs while a child is receiving child care:</p> <p>See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.</p>	<p>Death occurs while a child is receiving care:</p> <ol style="list-style-type: none"> 1. Immediately, upon becoming aware of the incident: <ul style="list-style-type: none"> • Contact a parent of the child, or where a parent cannot be reached, contact the child's emergency contact <p>Death occurs while a child is not receiving care:</p> <ol style="list-style-type: none"> 1. Within 24 hours of becoming aware of the incident: <ul style="list-style-type: none"> • Contact local Children's Aid Society (CAS) or police services to find out if there is an investigation. If an investigation is ongoing, conduct an internal investigation after CAS or police services have completed their investigation, if applicable.
Allegation of Abuse and/or Neglect	<p>Where there is a concern about the abuse or neglect of a child by any person:</p> <ol style="list-style-type: none"> 1. Immediately: <ul style="list-style-type: none"> • Report concerns to the local Children's Aid Society as per the duty to report obligations under the Child and Family Services Act • Document the conversation with CAS and follow their recommendations • Notify the Day Camp Coordinator and the Community Recreation Coordinator of the incident and the report made to CAS, where appropriate • Maintain confidentiality at all times 	<p>Where there is a concern about the abuse or neglect of a child by a staff or volunteer, or where a person has otherwise reported alleged abuse/neglect concerns to the Community Recreation Coordinator:</p> <ol style="list-style-type: none"> 1. Immediately <ul style="list-style-type: none"> • Notify the person who report concerns about their duty to report obligations under the Child and Family Services Act • Report the concerns to the local Children's Aid Society as per the duty to report obligations under the CFSA, unless it is confirmed that a report has already been made to CAS • Document the concerns • Contact and notify a parent of the child, where appropriate • Based on the nature of the allegation and/or the direction of CAS and/or internal policies, determine next steps such as disciplinary measures and additional actions, such as an internal investigation to protect children in care

		<ul style="list-style-type: none"> • Determine whether the individual alleged to have abused/neglected a child is registered with a professional regulatory body. If so: <ul style="list-style-type: none"> ○ Report the allegation of abuse to the appropriate regulatory body • Refrain from discussing the allegation with others • Maintain confidentiality at all times <p>2. Once all external investigations are complete, if applicable:</p> <ul style="list-style-type: none"> • Update the serious occurrence, as required • Update all other authorities to who the allegation was reported to
Life-threatening injury or illness	See 'Steps to Follow for All Serious Occurrences' for staff and volunteers.	See 'Steps to Follow for All Serious Occurrences' for Day Camp Coordinator and the Community Recreation Coordinator
Missing or Unsupervised Child(ren) <ul style="list-style-type: none"> a. Child is still missing b. Child was Found 	See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers. <ol style="list-style-type: none"> 1. Immediately, upon becoming aware that a child or children are missing: <ul style="list-style-type: none"> • Alert the Day Camp Coordinator, and all staff and volunteers • Search the child care premises including outdoor areas • Ensure that all remaining children are supervised at all times a. Where the child or children are not found after being deemed missing <ul style="list-style-type: none"> • Continue to search the premises • Update the Day Camp Coordinator b. Where the child or children are found after being deemed missing <ul style="list-style-type: none"> • Update the Day Camp Coordinator <p>2. After the child or children have been found, after being deemed missing:</p>	See 'Steps to Follow for All Serious Occurrences' for Community Recreation Coordinator <ol style="list-style-type: none"> 1. Immediately, upon becoming aware that a child is missing: <ul style="list-style-type: none"> • Assist with searching for the missing child(ren) a. Where the child or children are not found after being deemed missing: <ul style="list-style-type: none"> • Call emergency services and follow direction from emergency services personnel • Contact the child(ren)'s parent(s), or where a parent cannot be reached, contact the child's emergency contact b. Where the child or children are found after being deemed missing: <ul style="list-style-type: none"> • Update the child(ren)'s parent(s), or where a parent cannot be reached the child(ren)'s emergency contact(s).

	<ul style="list-style-type: none"> Document the incident in the daily written communication book 	
<p>Unplanned disruption of normal operations</p> <ol style="list-style-type: none"> Fire Flood Gas Leak Detection of Carbon Monoxide Outbreak Lockdown Other Emergency Relocation or Temporary Closure 	<p>See 'Steps to Follow for All Serious Occurrences' for staff and volunteers.</p> <p>Where the incident is suspected to be an outbreak:</p> <ol style="list-style-type: none"> Immediately: <ul style="list-style-type: none"> Notify the Day Camp Coordinator and the Community Recreation Coordinator of concerns Separate children who are showing symptoms of illness from other children Follow the Day Camp Programs sanitary practices policy and procedure Within 1 hour: <ul style="list-style-type: none"> Record symptoms of ill health in the affected child(ren)'s records Document the incident in the daily written record <p>Where the incident is not an outbreak (all other disruptions of normal operations):</p> <ol style="list-style-type: none"> Immediately: <ul style="list-style-type: none"> Follow the Day Camp Programs fire, tornado and evacuation safety policy Within 24 hours: <ul style="list-style-type: none"> Document the incident in the daily written record 	<p>See 'Steps to Follow for All Serious Occurrences' for Day Camp Coordinator and the Community Recreation Coordinator</p> <p>Where an incident is suspected to be an outbreak:</p> <ol style="list-style-type: none"> Immediately: <ul style="list-style-type: none"> Contact the local public health department <p>Where the incident is deemed an outbreak by public health:</p> <ol style="list-style-type: none"> Immediately: <ul style="list-style-type: none"> Follow instructions from the local public health department Contact the parent(s) of the affected child(ren) and ensure the affected child(ren) are picked up by their parent(s) and/or taken to hospital Obtain an outbreak posting from the local Medical Office or Health and post in area easily accessible for parents <p>Note: Outbreaks must be reported as a serious occurrence only if deemed an outbreak by public health.</p> <ol style="list-style-type: none"> Within 1 hour: <ul style="list-style-type: none"> Notify all parents of children enrolled at the Day Camp Program of the outbreak <p>Where the incident is not deemed an outbreak, follow sanitary practices policy.</p> <p>Where the incident is not an outbreak (all other disruptions of normal operations):</p> <ol style="list-style-type: none"> Immediately: <ul style="list-style-type: none"> Follow the Day Camp Programs fire, tornado and evacuation safety policy <p>Note: A hold and secure (external threat in the area) is not a reportable serious occurrence.</p>

PROFESSIONAL LEARNING AND DEVELOPMENT

This policy reviews procedures for on-boarding staff and orientation to Wellington-North Facilities. The purpose of this policy is to clearly outline procedures for staff training and orientation. As childcare professionals, it is important for staff to be familiar with facility locations, understand their role within the team, and meet other staff that work for Wellington-North.

POLICY STATEMENT

All leaders will receive proper training and orientation to help ensure they have a clear understanding of their role within Wellington-North Camps. The orientation will help transition leaders into the new position by welcoming them into facilities and providing any resources that they may need to ensure they can do their job to the best of their ability.

PROCEDURE

All staff and volunteers will receive the following on-boarding training and new employee orientation:

- Yearly organizational orientation where the staff sign off on the organizations policies and procedures
- Training in conflict resolution
- All staff will receive Standard First Aid CPR training prior to start of position
- Training on prohibited adult practices
- Training in ways to encourage positive interactions and communication among peers and support children's self-regulation abilities
- Staff and volunteers will partake in facility tours of Arthur Community Centre, Mount Forest Community Centre, and Wellington-North Township Office to ensure they are familiar with each location
- All staff will be introduced to co-workers that work at each location
- All staff and volunteers will be provided with a list of emergency contact numbers
- All staff and volunteers will be shown the location of first aid, AED, and fire extinguishers
- Staff training will include a review of safety equipment requirements
- All staff will participate in WHMIS, Occupational Health and Safety, and Accessible Customer Service Training upon arrival
- One staff member from each location will be trained with food handling

STAFF QUALIFICATIONS POLICY

As professionals caring for children, it is necessary to meet and maintain required standards of practice that relate to health and safety, and program standards.

All Managers are responsible for ensuring that employees have the qualifications (including current mandatory certifications) and training required for their position. Managers will make necessary arrangements to ensure that training is planned as required. Managers will review the Program Statement with staff annually, or as changes occur and will mentor the practices, understanding and implementation of the key components through professional conversations at monthly staff meetings/program visits.

All Staff and Volunteers are responsible for maintaining and updating the required qualifications (including current mandatory certifications) and training for their position. In addition, it is encouraged that staff participate in ongoing professional education opportunities that are held not only within the organization but seek additional opportunities within our community. Staff and volunteers are responsible to review the Program Statement annually, or as changes occur and participate in professional conversations that support the Program Statement with colleagues and families. All staff are to attend monthly staff meetings.

POLICY STATEMENT

All staff employed by the Township of Wellington North who are staffed in the Day Camp Program will ensure that all required qualifications for employment are met and maintained without interruption. The following qualifications will be required as stated:

- Criminal Reference Check with Vulnerable Sector Search
- Standard First Aid and CPR
- HIGH FIVE Principles in Early Childhood Development
- WHMIS Training
- Anaphylaxis Training from Allergy Aware (online)
- Camps on TRACKS training (online)
- Safe Food Handling (online)

PROCEDURE

1. All staff are required to obtain a current criminal record check and vulnerable sector search as a condition of employment. Failure to provide a criminal record check/vulnerable sector search or providing a CRC/VSC that is unacceptable and will result in termination of employment without notice or payment.
2. Standard First Aid and CPR certification is mandatory. Staff must maintain a valid certification.
3. WHMIS training is mandatory. Staff must re-certify as required.
4. Anaphylaxis Training from Allergy Aware is mandatory
5. Camps on TRACKS training is mandatory
6. Accessibility for Ontarians with Disabilities Act (AODA) is mandatory
7. The Township of Wellington North will provide quality workshops through the year that staff will attend. Staff is encouraged to seek other staff development events available in the community as well as attend events as recommended.

STAFFING QUALIFICATIONS

Each location will have a supervisor who is 18 years of age or older and has at least one of the following criteria:

- Is a member in good standing with the College of Early Childhood Educators; or
- Is a member in good standing with the Ontario College of Teachers; or
- Has a Diploma or degree in child and youth care; or
- Has a Diploma or degree in recreation and leisure services; or
- Has a Diploma or degree in social work, psychology, sociology, kinesiology with focus/experience working with children ages 4-12 years old.

SAFETY SUPERVISION AND STAFFING RATIOS POLICY

As leaders of a summer day camp program, part of our role is to ensure safety supervision at all times throughout camp hours. A system is in place to monitor supervision on-site and during off-site trips.

POLICY STATEMENT

This policy focuses on avoiding any occurrences that may present inadequate supervision of children during summer day camp hours. Scheduling and problem solving will ensure that all staff meet the supervision requirements for summer camp. The Day Camp Coordinator will provide additional supervision if site-leaders are unable to be at camp that day.

PURPOSE

The purpose of this policy is to recognize the importance of safety supervision and to avoid occurrences where there may not be adequate supervision. The policy allows for advanced planning to avoid lack of supervision. This policy will outline the procedures that need to be taken to provide sufficient supervision.

PROCEDURE

- All staff will be required to supervise children during camp hours
- Each location will have one staff member that is a minimum of 18 years of age and who meets qualifications as listed in policy above
- The Day Camp Coordinator will confirm scheduling and step in to support supervision as needed
- Campers needing to use the washroom will use a 'buddy-system' which includes campers of the same gender using facilities at the same time
- Campers will use the 'buddy-system' at any point when they need to get a drink, use the washroom, and any other valid situations where campers need to leave the group
- There will always be one senior staff on-site that meets the proper qualifications in order to supervise campers
- Volunteers will not be used as supervisors
- A ratio of 1:8 will be used throughout the day
- During lunch breaks a ratio of 1:15 will be used
- There will be a minimum of two staff at each location regardless of camper numbers
- Day Camp Coordinator and Recreation Coordinator will keep records of scheduling and supervision requirements

SUPERVISION OF VOLUNTEERS POLICY

The Day Camp Program welcomes volunteers into the program. We believe it is a valuable part in gaining experience in a childcare environment. Volunteers play an important role in supporting staff in the daily operation of Day Camp Programs.

This policy will provide supervising staff, and volunteers with a clear understanding of their roles and responsibilities.

POLICY STATEMENT

General

- Volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care
- Volunteers will not be counted in staff to child ratios

Volunteer Supervision Procedures: Roles and Responsibilities

The Day Camp Program Coordinator must:

- Ensure that all applicable policies, procedures and individual plans are reviewed with volunteers before they begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation
- Ensure that all volunteers have been trained on each child's individualized plan
- Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for volunteers
- Ensure that expectations are reviewed with volunteers including, but not limited to
 - How to report their absence
 - How to report concerns about the program
- Inform volunteers that they are never to be included in staff to child ratios or left alone with children
- Appoint supervising staff to the volunteers, and inform them of their supervisory responsibilities
- Inform volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act

The supervising staff must:

- Ensure that volunteers are never included in staff to child ratios
- Ensure that volunteers are supervised at all times and never left alone with children
- Introduce volunteers to parents/guardians
- Provide an environment that facilitates and supports volunteers' learning and professional development
- Provide volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy
- Provide volunteers with feedback on their performance
- Monitor and notify the supervisor/designate of any volunteer misconduct or contraventions with the policies and procedures

Volunteers must:

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan
- Notify the coordinator if they have been left alone with children or have any other concerns about the Day Camp Program

- Submit all required information and documentation to the supervisor prior to commencing volunteering
- Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required
- Review allergy lists and dietary restrictions to ensure they are implemented
- Respond and act on the feedback and recommendations of supervising staff, as appropriate
- Report any allegations/concerns as per the “Duty to Report” under the *Child and Family Services Act*

SUSPECTED CHILD ABUSE POLICY

Day Camp Program staff share a responsibility to protect children from harm. This includes in situations where children are abused or neglected in the child's own home.

POLICY STATEMENT

Day Camp Program staff and volunteers will be educated on how to identify and respond to allegations or suspicions of child abuse, neglect or abandonment.

PURPOSE

To protect the safety of the children.

DEFINITIONS

Physical Abuse is the maltreatment of a child caused by the action or inaction of the child's caregiver. Signs to look for include:

- Presence of various injuries over a period of time
- Injuries inconsistent with the child's age
- Presence of several injuries that are in various stages of healing
- Child cannot recall how the injuries occurred
- Child or parent offers and inconsistent explanation
- The child/children are wary of adults
- May flinch if touched unexpectedly
- Extremely aggressive or withdrawn

Emotional Abuse includes all acts that result in the lack of a nurturing environment for a child. Signs to look for include:

- Severe depression
- Serious anxiety
- Extreme aggression or withdrawal
- Extreme attention seeking
- Extreme inhibition
- Frequent psychosomatic complaints (headaches, nausea, abdominal pains)
- Failure to thrive
- Self-destructive or aggressive behaviours

Neglect is failing to provide, or an inability to plan appropriately for, a child's needs. Also occurs when a child has a medical, mental, emotional or developmental condition that requires services or treatment and the person having charge of the child does not provide these services or treatment. Signs to look for include:

- Poor hygiene
- Unattended physical problems or medical needs
- Consistent lack of supervision
- Frequent absence from school or child care
- Engaged in delinquent acts or alcohol/drug abuse
- Frequently arriving at program without having eaten
- Inappropriate clothing for weather
- Consistently dirty clothes

Sexual Abuse is the sexual exploitation of a child by an older person having charge of a child, or another person. Also occurs when the person having charge of a child knows, or should reasonably know, of the possibility of sexual molestation or exploitation by another person and fails to protect. Signs to look for include:

- Age-inappropriate play with toys, self or others
- Unusual or excessive itching in the genital or anal area
- Displaying explicit sexual acts
- Age-inappropriate sexually explicit drawing or descriptions
- Bizarre, sophisticated or unusual sexual knowledge
- Prostitution
- Seductive behaviour

Abandonment/separation is when a child has been abandoned, or a child's parent has died or is unavailable to exercise his/her custodial rights over a child and has not made adequate provision for the child's care and custody. Also occurs when a child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.

PROCEDURE

The Process/Roles and Responsibilities

Day Camp Program Staff

- Monitor children for signs of abuse or neglect
- If abuse or neglect is suspected or reported to you by a child, notify Family and Children services
- Complete Suspected Child Abuse Documentation Form (Appendix M). Include the following information:
 - Date and time of incident or situation
 - What type of abuse is suspected (physical, emotional, mental, sexual, neglect)
 - First name of child and initial of surname, and birthdate
- Describe the situation – what was seen or heard to lead you to suspect child abuse
- When completing the Suspected Child Abuse Documentation Form (Appendix M), follow these guidelines:
 - Record information as soon as possible, including dates and times
 - Document the facts without any personal judgements, opinions, conclusions
 - Under description of the situation, include child's appearance and changes in child's behaviour; what was seen/heard; what you did/said and why
 - Record the words used by a child/parent, even if they are "slang"
 - Describe size, colour and shape of any injury
 - Cross out and initial any mistakes, do not use whiteout
 - Handwrite your own documentation in your own words
 - Make sure the entry is complete, sign and date the entry
 - The original recording of the facts is your documentation – do not make a rough copy and then rewrite in good
 - Do not go back and change original notes
- Retain the Suspected Child Abuse Documentation Form (Appendix M) in a confidential manner
- Notify the Community Recreation Coordinator as soon as possible after reporting the incident to Family and Children's Services

- Support the child and family through the investigative period. Remember that we are here to help the family, not to play a punitive role

Students and Volunteers

- Participate in an orientation prior to interacting in the program
- Assist in monitoring children for signs of abuse or neglect
- Follow procedures for reporting and documenting suspicion of abuse
- Notify the Community Recreation Coordinator as soon as possible after reporting the incident to Family and Children Services

Recreation Services Manager

- Ensure staff and volunteers are informed of their responsibilities under the Suspected Child Abuse Policy
- Support staff, volunteers, child and family through the investigative period, as appropriate.

ALLEGATIONS OF ABUSE AGAINST A STAFF OR VOLUNTEER

All concerns regarding a staff or volunteer's interactions with a child must be reported to the Community Recreation Coordinator within 24 hours.

Any staff, student or volunteer who suspects or of a child by staff or volunteer must immediately report their concern and/or observations to Family and Children Services and to the Community Recreation Coordinator immediately following.

Staff and Volunteers

- Report to Family and Children Services any suspicions of abuse involving a staff or volunteer's and also onto the Community Recreation Coordinator by the end of the shift (if working that day) otherwise, within 24 hours
- Document observation/concerns including the date, time, persons involved, details of the suspect and/or observed abuse by the end of their shift (if working that day), otherwise, within 24 hours. Sign and date this report.

Community Recreation Coordinator

- Monitor staff and volunteer's interactions with children
- All staff and volunteers will be monitored and provided with observations at minimum semi-annually using Quest 2 assessment tool
- Maintain records of all observations for a minimum of 2 years
- Complete a report regarding any concerns of a staff or volunteers' interactions with a child, signed by the person reporting the incident
- Report to Family and Children Services any suspicions of abuse involving a staff or volunteer
- Document the observations/concerns including the date, time, persons involved, details of the suspect and/or observed abuse by the end of the shift (if working that day), otherwise, within 24 hours. Sign and date the report
- Conduct and investigation of any concerns regarding a staff or volunteers' interactions with a child, including:
 - Discussing the report with the person whom the report was made about, and/or
 - Discussion with any person who may have witnessed the occurrence
- Implement appropriate response strategies, depending on the accusation and/or findings from the investigation
 - **If a complaint proves to be unfounded** no further action will take place

- **If the complaint proves inconclusive** the Community Recreation Coordinator will continue to monitor staff and volunteers' performance and interactions with children
- **If the investigation finds the report to be true**, action will be taken accordingly to the severity of the situation. Depending on the seriousness of the offence, the risk made to the child, past performance of the individual, the frequency of the occurrence and any previous disciplinary actions, contraventions of the policy and/or Prohibited Practices will result in the following:
 - Coaching, mentoring, provided with details of applicable professional development opportunities and training and/or
 - A warning (written or verbal)
 - Suspension of employment/contract during completion of investigation
 - Termination of employment/contract
 - Have concerns reported to Family and Children's Services
 - Any of the above or any other responses as determined by the Community Recreation Coordinator, including the submission of a Serious Occurrence
- For all situations involving allegations of any use of Prohibited Practices, a Serious Occurrence report will be filed within 24 hours

SWIMMING POLICY AND PROCEDURE

Campers will have the opportunity to swim twice weekly. A system is in place to ensure the safety of campers during swimming time and within the pool facility.

POLICY STATEMENT

Along with the safety supervision policy, this policy follows guidelines for pool facilities. Campers at the Arthur location will have the opportunity to swim on Tuesdays and Thursdays for 1 hour. Lifeguards have reserved the pool for staff and campers only during this time. A system has been set in place to make sure that campers and counsellors know the correct protocol to ensure safety of everyone.

PURPOSE

The purpose of this policy is to help counsellors understand the procedures for swimming. The policy reviews expectations from staff.

PROCEDURE

1. All campers will be required to wear PFD's under the age of 10 years old regardless of swimming ability and/or previous water experience.
2. Campers over the age of 10 years old will be asked to complete a swim test
3. Lifeguards will review pool rules and expectations each visit to the pool
4. Counsellors will be expected to be in the water swimming with campers
5. If a camper opts out of the swimming activity, one counsellor will sit out with the camper
6. Counsellors will review pool rules and expectations of facility
7. Campers will use a 'buddy-system' when using the washroom and/or facility changerooms
8. Parents/Guardians will be informed about what to send their child with (swimwear, towel, sunscreen, water)
9. Staff will help by enforcing pool rules to ensure safety of all children

APPENDIX A – AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION FORM**Name of program:** _____**Location:** _____

This form must be completed by the parent of a child who is requesting that a drug or medication be administered during hours that the child is attending the program, in accordance with the Township of Wellington North Day Camp Program medication administration policy and procedures.

Child's Full Name: _____**Child's Date of Birth (dd/mm/yyyy):** _____**Date Authorization Form Completed (dd/mm/yyyy):** _____**Date Authorization Form Updated (dd/mm/yyyy):** _____

Name of Drug or Medication (As per the original container label):	
Date of Purchase or Date Dispensed (dd/mm/yyyy):	
Expiry Date (dd/mm/yyyy):	
Authorization Start Date (dd/mm/yyyy):	
Authorization End Date (dd/mm/yyyy or ongoing):	

Method of Medication Administration (Initial Below)
 Day Camp Program Staff are to administer the drug or medication to my child. _____

 My child will self-administer the drug or medication. _____
Authorization for Child to Carry Medication
 I authorize my child to carry their own medication. _____
Medication Administration Schedule
 This drug or medication needs to be administered according to the following schedule:

Day(s) of the Week	Time(s) of the Day/Intervals	Amount/Dosage	Additional Information (where applicable)

AND/OR, where drugs are to be administered on an 'as needed' basis:
 The drug or medication needs to be administered when the following physical symptoms are observed:

Amount/Dosage:

Parent/Guardian Authorization Statement:

I hereby authorize the person in charge of drugs or medications at the Day Camp Program to administer the above-named drug or medication to my child and handle the drug or medication in accordance with the procedures I have provided on this form.

I understand that expired drugs or medications will not be administered to my child at any time in accordance with the Township of Wellington North Day Camp Program Administering Medication Policy.

I understand that staff at the Day Camp Program are not medically trained to administer drugs and medications.

Print Name:	Relationship to Child:
Signature:	Date Signed (dd/mm/yyyy):

Received By:

Print Name:	Role at the Day Camp Program:
Signature:	Date Signed (dd/mm/yyyy):

APPENDIX B – RECORD OF DRUG/MEDICATION ADMINISTRATION

Name of program: _____

Location: _____

This form must be completed by the person who is in charge of drugs and medications for the administration of prescription or over-the-counter medications, in accordance with the Township of Wellington North Day Camp Program's medication administration policy and procedures.

Child's Full Name: _____

Name of Drug or Medication: _____

Required Dosage: _____

Date	Time hh:mm, am/pm	Dosage Administered	Administered By	Full Name of Staff (and/or witness, where applicable)	Signature(s):	Comments/ Observations (including symptoms of illness)
			<input type="checkbox"/> Staff <input type="checkbox"/> Child			
			<input type="checkbox"/> Staff <input type="checkbox"/> Child			
			<input type="checkbox"/> Staff <input type="checkbox"/> Child			
			<input type="checkbox"/> Staff <input type="checkbox"/> Child			
			<input type="checkbox"/> Staff <input type="checkbox"/> Child			

APPENDIX C – INDIVIDUALIZED PLAN AND EMERGENCY PROCEDURES FOR A CHILD WITH AN ANAPHYLACTIC ALLERGY OR SPECIAL MEDICAL NEEDS

Child's Name: _____

Child's Date of Birth (dd/mm/yyyy): _____

List of allergen(s)/causative agent(s):

-
-
-
-
-

Photo of Child (Recommended)

Asthma: Yes (higher risk of severe reaction) No

Location of medication storage: _____

Epinephrine auto-injector brand name: _____

Epinephrine auto-injector expiry date (dd/mm/yyyy): _____

Other emergency medications: _____

Emergency services contact number: _____

CHILD'S SPECIFIC SIGNS AND SYMPTOMS OF A NON-LIFE-THREATENING ANAPHYLACTIC REACTION:	CHILD'S SPECIFIC SIGNS AND SYMPTOMS OF A LIFE-THREATENING ANAPHYLACTIC REACTION:
DESCRIPTION OF PROCEDURE TO FOLLOW IF CHILD HAS A NON-LIFE-THREATENING ANAPHYLACTIC REACTION:	DESCRIPTION OF PROCEDURE TO FOLLOW IF CHILD HAS A LIFE-THREATENING ANAPHYLACTIC REACTION:
STEPS TO REDUCE RISK OF EXPOSURE TO CAUSATIVE AGENT/ALLERGEN:	
ADDITIONAL NOTES (if applicable):	

Parental Statement

I _____ (Parent/Guardian) hereby give consent for my child

_____ (Child's Name) to (Check all that apply):

Carry their emergency allergy medication in the following location (ie. blue fanny pack around their waist): _____

Self-administer own medication in the event of an anaphylactic reaction

AND/OR

I _____ (Parent/Guardian) hereby give consent to any person with training on this plan at the Day Camp Program to administer my child's epinephrine auto-injector and/or asthma medication and to follow the procedures set out in my child's Individualized Anaphylaxis Plan and Emergency Procedures.

Parent/Guardian Initials: _____

EMERGENCY CONTACT INFORMATION

Contact Name	Relationship to Child	Primary Phone Number	Additional Phone Number

HEALTHCARE PROFESSIONAL CONTACT INFORMATION (optional):

Contact Name	Primary Contact Number

SIGNATURE OF HEALTHCARE PROFESSIONAL (optional):

X	Date:
---	-------

SIGNATURE OF PARENT/GUARDIAN (required):

Print Name:	Relationship to Child:
X	Date:

APPENDIX D – TRAINING AND CONSENT

I _____ (Parent/Guardian) hereby confirm that:

- (a) I have trained the person(s) named in the Trainee Confirmation below (Table 1) on my child's Individualized Plan and Emergency Procedures on _____ (date) and
- (b) I give consent to the person(s) named in the Trainee Confirmation (Table 1) below to train any other staff, students and volunteers (Table 2) who may be interacting with my child to perform the procedures detailed in my child's Individualized Plan and Emergency Procedures.

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____

Date (dd/mm/yyyy): _____

Table 1: Trainee Confirmation

Name of Trainee	Position	Signature of Trainee	Date Training Received (dd/mm/yyyy):	Date Signed (dd/mm/yyyy):

Table 2: Training Log for Staff, Students and Volunteers

Name of Individual	Position	Signature of Individual	Date Training Received (dd/mm/yyyy):	Date Signed (dd/mm/yyyy):

APPENDIX E – CHILD GUIDANCE AND COACHING LOG SHEET

Name of Child: _____ Date: _____

SITUATION EXPLANATION:

Guidance/Coaching Provided to Child:

Staff Member: _____ Date: _____

Contacted Parents: YES NO

Method of Contact: Phone In Person Email Text

Details:

Notified Day Camp Coordinator: YES NO Staff Member: _____

Additional Comments:

APPENDIX F – RECORD OF DRILLS

Location of Day Camp Program: _____

Date Conducted (dd/mm/yyyy):			
Time Conducted (hh:mm, am/pm):			
Program Participating in the Drill:			
Age of Program:			
Number of Children Present:			
Number of Day Camp Program Personnel Present:	Staff:	Students:	Volunteers:
Time Taken to Complete Drill:			
Person Responsible for Initiating Drill:			
Were the written procedures followed during the drill:	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide a rationale in the comment section below.		
Additional Comments: (I.e. Rationale for the time taken to evacuate the school, observations, issues or concerns, children’s reactions, next steps for improvement, etc)			
Day Camp Coordinator Name and Signature:			

APPENDIX G – INDIVIDUALIZED SUPPORT PLAN

Individualized Support Plan (ISP) For a Child with Special Needs

This form must be completed for a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child. The plan must be developed in consultation with a parent of the child.

Photo of Child
(Recommended)

Child's Full Legal Name: _____

Child's Date of Birth (dd/mm/yyyy): ____/____/____

Date ISP Completed (dd/mm/yyyy): ____/____/____

Date ISP Updated (dd/mm/yyyy): ____/____/____

INDIVIDUALIZED SUPPORT PLAN

1. HOW THE DAY CAMP PROGRAM WILL SUPPORT THE CHILD TO FUNCTION AND PARTICIPATE IN A MEANINGFUL AND PURPOSEFUL MANNER WHILE ATTENDING THE PROGRAM:

2. A) DESCRIPTION OF SUPPORTS, AIDS, ADAPTATIONS AND/OR OTHER MODIFICATIONS TO THE PHYSICAL ENVIRONMENT (IF APPLICABLE):

2. B) INSTRUCTIONS RELATING TO THE CHILD'S USE OF/INTERACTION WITH SUPPORTS OR AIDS OR THE ADAPTED/MODIFIED PHYSICAL ENVIRONMENT (IF APPLICABLE):

3. A) DESCRIPTION OF SUPPORTS OR AIDS, ADAPTATIONS OR OTHER MODIFICATIONS TO THE SOCIAL ENVIRONMENT:

3. B) INSTRUCTIONS RELATING TO THE CHILD'S USE OF/INTERACTIONS WITH SUPPORTS OR AIDS OR THE ADAPTED/MODIFIED SOCIAL ENVIRONMENT:

ADDITIONAL INFORMATION (IF APPLICABLE):

--

CONFORMATION:

- The plan has been created in consultation with the parent of the child
- This plan has been created in consultation with a regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan (where applicable)

Parent Signature:

Print full legal name:	Relationship to child:
Signature:	Date (dd/mm/yyyy):

The following individuals participated in the development of this individualized plan:

First and Last Name:	Position/Role:	Signature:

APPENDIX H – DAILY PLAYGROUND VISUAL INSPECTION

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday
No litter, debris or animal feces					
No evidence of dangerous insects					
No strings/cords or clothing entanglements					
No sharp edges					
No trip hazards					
No pooling of water					
No vandalism or damage					
No toxic plants					
Staff Initial:					
Comments/Required Repairs (Initial and Date):					
Plan to Address Issues/Problems Identified (Initial and Date):					

APPENDIX I – UNSPECIFIED ABSENT CHILD CALL LOG

Child's Name: _____

Date: _____

Place/Person Contacted:	Time of Call:	Outcome of Call:

APPENDIX J – REPORTABLE SERIOUS OCCURRENCES

CATEGORY 1: DEATH OF A CHILD

Definition: The death of a child who received child care at the Day Camp Program.

For greater clarity, a death of a child must be reported as a serious occurrence if there may be a relationship between the child's death and child's care.

The following provides some examples of what would and would not be considered a serious occurrence under this category.

Examples of Reportable Serious Occurrences:

- A child was unresponsive and not breathing while receiving child care. The child was later pronounced dead by emergency medical staff.
- A child developed a severe illness while at the Day Camp Program or home child care premises and later passed away in hospital.
- A child developed a high fever at the Day Camp Program and was sent home. The child later passed away.

Examples of Incidents that are not Serious Occurrences

- A child died following a known illness/disease/medical condition (e.g., cancer).
- A child died due to an automobile collision while in the care of the parents.

CATEGORY 2: ABUSE/NEGLECT OR ALLEGATION OF ABUSE/NEGLECT

Definition: Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at the Day Camp Program. This includes an allegation against any person who is on-site at the Day Camp Program.

The following provides some examples of what would and would not be considered a serious occurrence under this category.

Examples of Reportable Serious Occurrences:

- Day Camp Program leader forcefully grabbing a child.
- The Day Camp Program staff received an email from a concerned parent alleging that a provider was upset that a preschooler had a urine accident and the provider refused to permit the child to change his/her soiled clothes.
- A staff member is observed using harsh/degrading language to a child.
- A parent noticed a bruise on his/her child's face; the child told parent that staff at the Day Camp Program had hit him/her
- A staff observed a parent slap a child while on the premises.

Example of Incident that is not a Serious Occurrence

- A child disclosed to a provider an incident that occurred while the child was not receiving care at the Day Camp Program. In this case, a report would be required to the local children's aid society as per the Duty to Report under the *Child and Family Services Act*

CATEGORY 3: LIFE-THREATENING INJURY OR ILLNESS

Definition: A life-threatening injury to or a life-threatening illness of a child who receives child care at a child care centre or home child care premises.

For greater clarity, where the licensee or supervisor has been notified that a life-threatening injury or illness of a child has occurred, it must be reported whether it occurred while the child was receiving care at the

time, or where there are any indications that the life-threatening injury or illness was sustained/developed while the child attended the home child care premises.

Two sub-categories: injury, and illness.

Life-threatening injury or illness is defined as an incident that is capable of causing death.

Examples of life-threatening injury or illness include but are not limited to:

Injuries:

- Injuries to the head, back or neck resulting in unconsciousness or physical paralysis
- Severe eye injury (impalement)
- Injuries to the chest resulting in labored breathing (collapsed lung), cardiac arrest, internal bleeding or vomiting blood
- Anaphylactic reactions
- Near drowning
- Substantial blood loss
- Drug overdose
- First time seizure, multiple seizures or seizures lasting more than 5 minutes
- Fracture with bone deformity and/or bone exposure

Illness:

- E. Coli
- Flesh Eating Disease

The following provides some examples of what would and would not be considered serious occurrence under this category.

Examples of Reportable Serious Occurrences:

- A child suffered a second/third degree burn.
- A child had an anaphylactic reaction.
- A child ingested a hazardous substance at the Day Camp Program that required hospital/medical attention.
- A child had a seizure in a situation where staff was unaware that a child was prone to seizures.
- A staff member administered the wrong dosage of a medication to a child, who required hospital/medical attention.
- A child was hit in the head with a baseball bat and loses consciousness.

Examples of Incidents that are not Serious Occurrences

- A child with a pre-existing seizure disorder had a seizure at the Day Camp Program. The agency and provider were aware of the condition, had a plan in place to respond and followed the plan to appropriately respond to the incident. The child did not require emergency medical attention.
- A child fell on the premises and sustained a cut that required a few stitches.
- A child tripped while running and chipped a tooth.
- A child ingested a non-toxic substance (e.g., playdough).

CATEGORY 4: MISSING OR TEMPORARILY UNSUPERVISED CHILD(REN)

Definition: An incident where a child who is receiving child care at the Day Camp Program goes missing or is temporarily unsupervised.

Two sub categories: child found; and child still missing

The following provides some examples of what would and would not be considered a serious occurrence under this category.

Examples of Reportable Serious Occurrences:**Missing – Child found:**

- A child was left alone on the outdoor premises at the end of outdoor play and was later located
- During transition time, a child was left inside as the staff and children went outside
- A child left the Day Camp Program and walked home. The child was greeted by the parent/guardian at home

Missing – Child still missing:

- A child left the Day Camp Program through the front door. The staff did not notice and the child's whereabouts are still unknown

Examples of Incidents that are not Serious Occurrences:

- An expected child did not attend the Day Camp Program. The provider called the parent and found out that the child was not attending
- A child went missing while in the care of his/her parent

CATEGORY 5: UNPLANNED DISRUPTION OF SERVICE

Definition: An unplanned disruption of the normal operations of the Day Camp Program that poses a risk to health, safety or well-being of children receiving child care and the program.

Unplanned disruption of service may involve the program closure, relocation, immediate evacuation, restrictions placed on the child care program (ie. Lockdown, outbreak)

Sub categories: fire, flood, gas leak, detection of carbon monoxide, outbreak, lockdown, other emergency relocation or temporary closure,

The following provides some examples of what would and would not be considered a serious occurrence under this category.

Examples of Reportable Serious Occurrences:

- A fire caused an emergency relocation or closure of the Day Camp Program
- A fire occurred at the day camp facility on the weekend when no children were present. The program is closed until repairs are completed or until air quality is tested.
- There was a gas leak at the facility (that occurred before/during/after operational hours)
- Carbon monoxide was detected; staff and children had to evacuate
- Public Health declared an outbreak
- There is a lockdown due to a threat inside the building that restricts movement within the school and results in a disruption in service

Examples of Incidents that are not Serious Occurrences

- A program closed due to extreme weather
- A boil water advisory was in effect
- A fire alarm was activated, the facility was evacuated and fire services determined that there was no danger
- There is a “hold and secure” due to an external threat in the area. While movement is restricted into and out of the program, there is not disruption in service

APPENDIX K – SERIOUS OCCURRENCES NOTIFICATION FORM

Program Name:
Date (dd/mm/yyyy):
Date of Occurrence (dd/mm/yyyy):
Type of Serious Occurrence:
Description:
Action Taken (add update if applicable):
Name: Date (dd/mm/yyyy):

Signature

APPENDIX L – ACCIDENT/INJURY REPORT

Name of Program: _____

Accident Information

Child's Full Legal Name: _____

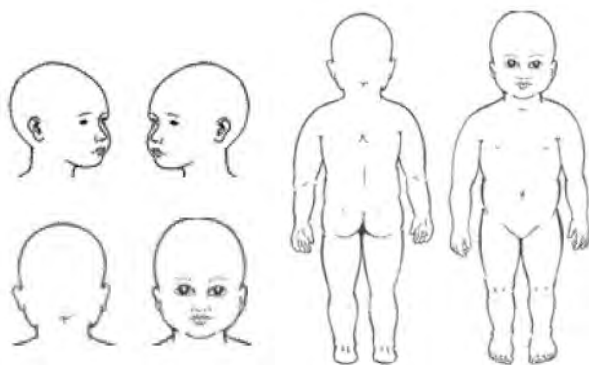
Date of Accident (dd/mm/yyyy): _____

Time of Accident (dd/mm/yyyy): _____

Location of where the accident occurred: _____

Name(s) of individual(s) who observed the incident: _____

Please **circle the area(s)** of the child's body where the injury occurred:



Nature of the Injury:

- Bruise Cut Scrape Bump
 Other: _____

Description of what Caused the Accident/Injury:

Child's Reaction to the Accident/Injury:

- Crying Child has a positive attitude No reaction from child
 Other: _____

First Aid Administered and by Whom:

How and when the parent/guardian was notified:

- | | | |
|---|----------------------|----------------|
| <input type="checkbox"/> Phone | Time Notified: _____ | By Whom: _____ |
| <input type="checkbox"/> Voicemail Left | Time Notified: _____ | By Whom: _____ |
| <input type="checkbox"/> Email | Time Notified: _____ | By Whom: _____ |
| <input type="checkbox"/> In-Person | Time Notified: _____ | By Whom: _____ |

Administrative Information:

- A copy (via email or photocopy) of this report has been provided to a parent/guardian of the child by _____ (staff name).

Parent Name (optional): _____

Parent Signature (optional): _____ Date: _____

Community Recreation Coordinator: _____ Date: _____

Note to Parents: Please consider providing us with a status update the next day that your child participates in the program, so that any additional health or safety needs can be met.

Name and position of the individual completing this form: same as above

(Community Recreation Coordinator), or _____

Signature (if other individual completing this form): _____

APPENDIX M – SUSPECTED CHILD ABUSE DOCUMENTATION FORM

- Record the information as soon as possible, including dates and times
- Document the facts without personal judgements, opinions, conclusions, medical/emotional diagnosis (especially information about sensitive issues such as substance abuse, mental competency and sexual activity)
- Include a description of the situation, including what was seen/heard, what you did/said and why.
- Record the words used by the child/parent, even if they are “slang” (especially terms for body parts or sexual behaviour)
- Describe in detail any injury (size, colour, shape)
- Handwrite your own documentation in your own words
- Make sure the entry is complete, sign and date the entry
- The original recording of the facts is your documentation – do not make a rough copy and then rewrite in good
- Do not go back and change the original notes

Name of Person Making Report: _____

Date of Incident: _____ (dd/mm/yyyy) Time: _____

Name of Child Involved: _____
(first name and sur name)

Address: _____

Phone: _____

Describe the situation (if necessary, use the back of the report):

Were there any witnesses? Others involved?

Reported to (F&CS Worker): _____ Date: _____
(dd/mm/yyyy)

Instructions of F&CS Worker:

Signature of person making report: _____ Date: _____
(dd/mm/yyyy)

APPENDIX N – PARENT/GUARDIAN NOTIFICATION OF INJURY FORM

Name of Camper: _____

Date: _____ Time: _____

Description of Event:

Signs & Symptoms:

Do you recommend additional medical care? **(YES or NO)** *Circle one.*

Was the camper sent home early? **(YES or NO)** *Circle one.*

Name of Staff Member: _____

X

X

Staff Signature

Date: (DD/MM/YYYY)

I have been notified of the incident and am aware of my child's signs and/or symptoms. I understand it is my responsibility to seek additional medical care under the recommendation of day camp staff.

X

X

(Parent/Guardian)

Date: (DD/MM/YYYY)



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

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519.848.3620
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 24, 2019**

**FROM: KARREN WALLACE
DIRECTOR OF LEGISLATIVE SERVICES/CLERK**

**SUBJECT: REPORT CLK 2019-024 BEING A REPORT ON
AMENDMENTS TO THE BUSINESS LICENSING BY-LAW**

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report CLK 2019-024 being a report on Amendments to the Business Licensing By-law;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the by-law to amend By-law 058-16.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2016-024 being a report on Business Licensing

CLK 2016-038 being a report on business licensing restrictions

CLK 2016-039 being a report on Business Licensing by-law

BACKGROUND

In 2016 the municipality passed a new business licensing by-law. In doing a review of the by-law there are some amendments to the by-law required to strengthen the validity of the licensing process.

Specifically amendments to be made include:

Remove from Section 2 Definitions:

Temporary Vendor means a trade or occupation for the sale of goods on a one time basis and or the display of samples, patterns or goods for the purposes of sale or hire for on a short term basis, not exceeding two consecutive days, no more than four times per year;

Temporary Vendor Operator means the owner of a temporary business

Amend Section 3.1 Exemptions FROM:

Minor sports organizations, local service clubs and organizations, youth activities and clubs, school fundraisers, religious organizations and events held in conjunction with the municipality are exempt from the requirements of the by-law.

TO:

Minor sports organizations, local service clubs and organizations, youth activities and clubs, school fundraisers, religious organizations and events held in conjunction with the municipality and or events that are deemed municipality significant under the Alcohol and Gaming Commission of Ontario are exempt from the requirements of the by-law.

RATIONALE: There are many events throughout the year wherein temporary vendors selling wares (e.g. Fireworks festival, home and garden shows, craft shows, etc.). By removing this clause these individuals would not be in contravention of the by-law. It is important for these vendor's to ensure they have proper inspections and approvals by the Fire Department, TSSA, Public Health Unit as well as event insurance as required by the event organizers.

Amend Section 5.1 Licensing Requirements FROM:

A license shall be obtained by a person or corporation prior to operating a Food Vehicle or Stand, Temporary Vendor or placing a Donation Box.

TO:

A license shall be obtained by a person or corporation prior to operating a Food Vehicle or Stand, ~~Temporary Vendor~~, Door to Door Sales or placing a Donation Box.

Amend Section 5.6 Licensing Requirements FROM

Operators of Food Vehicles or Stands and Temporary Vendors shall provide proof of insurance deemed acceptable by the Licensing Officer with a minimum insurance coverage of two million dollars (\$2,000,000) against loss or damage. The proof of insurance shall include a provision that the Licensing Officer will be given at least ten days notice in writing from the insurance company of any cancellation, expiration or variation in the policy.

TO:

Operators of Food Vehicles or Stands, ~~Temporary Vendors~~, **Door to Door Sales and Donation Box Operators** shall provide proof of insurance deemed acceptable by the Licensing Officer with a minimum insurance coverage of two million dollars (\$2,000,000) against loss or damage. The proof of insurance shall include a provision that the Licensing Officer will be given at least ten days notice in writing from the insurance company of any cancellation, expiration or variation in the policy.

Amend Section 12.2 Penalty FROM

If a Donation Box Operator is found to be in contravention of the by-law, the Donation Box will be removed and the Donation Box Operator shall be liable to pay the Township the cost to remove the Donation Box as an administrative penalty.

TO:

If a Donation Box Operator is found to be in contravention of the by-law, on written notice by the municipality, the property owner who issued permission for the siting of the Donation Box on private property shall within 7 days, remove the Donation Box at the property owner's expense.

If a property owner does not remove a donation box within 7 days of receiving written notice, the municipality will remove the Donation Box and add the cost of removal to the property taxes.

FINANCIAL CONSIDERATIONS

There are no financial implications by receiving this report.

STRATEGIC PLAN

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

Yes No N/A

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

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace</i>	<i>Michael Givens</i>
KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 24, 2019**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2019-025 BEING A REPORT ON COUNCIL
MEETING SCHEDULE FOR 2020**

RECOMMENDATION

THAT the Council of The Corporation of the Township of Wellington North receive Report CLK 2019-025 being a report on Council meeting schedule for 2020;

AND FURTHER THAT Council adopts the 2020 Meeting Schedule.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2018-010 being a report on Council meeting schedule for 2019

CLK 2017-035 being a report on Council meeting schedule for 2018

BACKGROUND

In order to facilitate planning and scheduling for Council, staff, press and members of the public, please find attached the proposed 2020 Council meeting dates.

FINANCIAL CONSIDERATIONS

There are no financial implications by receiving this report.

STRATEGIC PLAN

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

Yes No N/A

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

By setting out the 2020 Council meeting dates early, it gives Council, staff, press and the public adequate time to plan their personal and corporate schedules.

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Karren Wallace

Michael Givens

KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
--	--



7490 Sideroad 7 W, PO Box 125,
Kenilworth, Ontario, NOG 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

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2020 COUNCIL MEETING SCHEDULE (subject to change)

DATE	COMMENCING
Monday, January 13	2:00 p.m.
Monday, January 27	7:00 p.m.
Monday, February 10	2:00 p.m.
Monday, February 24*	7:00 p.m.
Monday, March 9	2:00 p.m.
Monday, March 23	7:00 p.m.
Monday, April 6	2:00 p.m.
Monday, April 20	7:00 p.m.
Monday, May 4	2:00 p.m.
Tuesday, May 19	7:00 p.m.
Monday, June 1	2:00 p.m.
Monday, June 22	7:00 p.m.
Monday, July 13	2:00 p.m.
Monday, July 27	7:00 p.m.
Monday, August 10	2:00 p.m.
Monday, August 24	7:00 p.m.
Monday, September 14	2:00 p.m.
Monday, September 28	7:00 p.m.
Monday, October 19	2:00 p.m.
Monday November 2	7:00 p.m.
Monday, November 16	2:00 p.m.
Monday, November 30	7:00 p.m.
Monday, December 14	2:00 p.m.

ROMA Conference – January 18 – 21
*OGRA Conference February 23 – 26
AMCTO Conference June 8, 9, 10
AMO Conference August 16-19



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

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1.866.848.3620 FAX 519.848.1119

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 24, 2019**

**FROM: KARREN WALLACE
DIRECTOR OF LEGISLATIVE SERVICES/CLERK**

**SUBJECT: REPORT CLK 2019-026 BEING A REPORT ON PROPOSED
AMENDMENTS TO THE CONSUMER PROTECTION ACT:
DIRECT SELLING IN CONSUMERS HOMES (DOOR TO
DOOR SALES)**

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report CLK 2019-026 being a report on Proposed Amendments to the Consumer Protection Act: Direct Selling in Consumers Homes (Door to Door Sales);

AND FURTHER THAT the Clerk be directed to provide comments to the Ministry of Government Services on the proposed amendments to the Consumer Protection Act: Direct Selling in Consumers Homes.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2016-024 being a report on Business Licensing

CLK 2016-038 being a report on business licensing restrictions

CLK 2016-039 being a report on Business Licensing by-law

CLK 2019-0214 being a report on CLK 2019-024 being a report on Amendments to the Business Licensing By-law

BACKGROUND

On June 12, 2019 the Province launched a consultation on amendments to the Consumer Protection Act: Direct Selling in Consumers Homes (Door to Door Sales).

The list of products and services that are currently restricted include:

- Air conditioners
- Air cleaners
- Air purifiers
- Duct cleaning services
- Furnaces
- Water heaters
- Water treatment devices
- Water purifiers
- Water filters
- Water softeners
- Products and services that perform the function of one or more of the products and services above (such as HVAC)

The complete consultation document is attached at this link and as Schedule A to this report. https://www.ontariocanada.com/registry/view_posting.jsp;jsessionid=ddomYZ71-gE5TY8wqXTvRVa?language=en&postingId=29867

There are seven proposals in the consultation document set out below, together with proposed comments.

BACKGROUND PROPOSAL 1

Currently, in order for a business to sell, lease or contract in a consumer's home, the consumer must have initiated contact and invited the to attend their home for that specific purpose. Industry members have indicated that these rules are overly restrictive. For example, a business may be asked by a consumer to attend their home to repair a restricted product, like a furnace, but the product may need to be replaced. Under existing rules, the representative is required to leave the consumer's home and wait until the consumer contacts the business to invite the business to their home specifically for the purpose of entering into an agreement.

PROPOSAL 1

Amend the CPA so that businesses may solicit for or enter into a contract for any restricted product or service at the consumer's home so long as the consumer has contacted the business and invited a business representative to their home and one or more of the following conditions are met:

- The consumer has invited the business representative to their home to enter into a consumer agreement for a restricted product or service.
- The business is attending the consumer's home as part of an ongoing consumer agreement related to a restricted product or service.
- The consumer has invited the business representative to their home to enter into a consumer agreement for the service of a restricted product.
- A person authorized to do so by statute has prohibited or restricted the use of a restricted product by tagging, sealing or other means.

Note: A contract formed in contravention of the rules will continue to be void, resulting in the consumer being able to keep the products and services without obligation in respect of their use or disposal.

SUGGESTED COMMENT PROPOSAL 1:

Question #1: Do you agree with the proposed changes to circumstances in which a business could solicit for or enter into a contract for a restricted product or service at a consumer's home?

X No

Explanation and Additional Comments:

This amendment would do little to protect vulnerable citizens. If a product or service, on invited inspection, is found to need replacement, permitting a business to solicit the homeowner to sign a contract for a new produce or service on the spot could leave them in a situation where there could be strong sales pressure involved. Having the business call the homeowner to be invited back to discuss entering into a new contract provides a level of protection and the opportunity for a second opinion on the need for replacement of the product or service for a homeowner.

BACKGROUND PROPOSAL 2

Currently a business cannot cold call a new consumer to schedule a visit to their home to provide a water filtration system unless there is a written contract for a restricted good or service. Industry members have indicated that these rules are overly restrictive. The industry wants a business to be able to contact a consumer who may have made a historical purchase and has called for service, to set up a visit to discuss new or discounted products that could be of benefit to the consumer, such as an air filtration system. While the business could call the consumer to provide information about the air filtration system, the business would have to ask the consumer to call them back to request a visit to their home since no written agreement is in place.

PROPOSAL 2

- a) The current exemption in the CPA for businesses maintaining written, effective contracts with consumers for restricted products or services be expanded to apply to businesses that have existing business relationships with consumers in relation to a restricted product or service.
- b) Evidence of an existing business relationship related to a restricted product or service would include:
 - Effective Written Contract (as per the current exemption)
 - Written Contract that is no longer in effect
 - Work or Purchase Order
 - Records indicating proof of payment

Note: The cancellation of a consumer agreement in accordance with the CPA operates to

cancel the agreement as if it never existed. As a result, previously cancelled consumer agreements would not provide evidence of an existing business relationship.

- c) Businesses that have existing business relationships with consumers (as outlined above) would no longer be required to receive advance consent to offer a restricted product or service prior to visiting a consumer's home.

SUGGESTED COMMENT PROPOSAL 2:

Question #2A: Do you agree that the current exemption for businesses that maintain an effective written contract with the consumer should be expanded such that businesses that have an existing business relationship with a consumer related to a restricted product or service would be permitted to contact the consumer by phone, schedule a visit to their home (after being invited), and enter into a contract for a new restricted product or service? See next question regarding evidence that would be required to establish an 'existing business relationship'.

X No

Explanation and Additional Comments:

This amendment would do little to protect vulnerable citizens. If business with an existing contract for one restricted product or service are permitted to cold call homeowners to schedule a visit to enter into an agreement for another restricted product or service it could leave the homeowner in a situation where there could be strong sales pressure involved. The list of restricted products and services are on the list for a reason, that being strong armed sales tactics.

Question #2B: Do you agree with the proposed list of items that would provide evidence of an existing business relationship between the business and consumer?

X Yes

BACKGROUND PROPOSAL 3

Currently if a business has represented its products or services in a false, misleading or deceptive way, a consumer can rescind the contract by providing notice to the business within one year of entering the agreement.

Complaints to the ministry indicate that consumers may not be aware that a business representative has engaged in an unfair practice until later in the contract's life.

PROPOSAL 3

Amend the CPA to allow consumers to provide notice to a business to rescind their agreement within one year of having discovered that the business engaged in an unfair practice.

SUGGESTED COMMENT PROPOSAL 3:

Question #3: Do you agree with the proposal to extend rescission rights when a business has engaged in an unfair practice?

X Yes

BACKGROUND PROPOSAL 4

Currently contracts for restricted products and services must include appropriate contact information for consumers seeking to terminate the contract. However, complaints to the ministry indicate that consumers are not always informed when a contract is assigned to a different business (e.g., a financing company). As a result, consumers may not be aware the contract has changed hands and may then not know whom they must contact to cancel the contract.

PROPOSAL 4

Amend the CPA to require that if the party with whom the consumer is in an agreement changes, the consumer must be provided with notice.

SUGGESTED COMMENT PROPOSAL 4:

Question #4: Do you agree with the proposal to clarify business requirements to disclose consumer obligations?

X Yes

Explanation and Additional Comments: Notice should be delivered by registered mail and business should have the onus of disclosure of proof of delivery to the consumer or a contract is nul and void.

BACKGROUND PROPOSAL 5

The CPA provides the Director (a position within the Ministry) with powers to make orders under the Act, including requiring businesses to comply with the Act. The ministry is aware of instances where businesses have not met CPA requirements, like providing a refund to the consumer when a contract is canceled in accordance with the rights provided under the CPA. However, the CPA does not explicitly provide the Director with the authority to order a business to provide a consumer with the refund they are entitled to under the Act.

PROPOSAL 5

Clarify the authority of the Director to order a business to comply with the Act, including the requirement to provide a refund to consumers, and provide that the Director may specify the amount of the refund the consumer is entitled to under the Act.

SUGGESTED COMMENT PROPOSAL 5:

Question #5: Do you agree with the proposal to clarify Director's powers and compliance requirements when a contract is cancelled?

X Yes

BACKGROUND PROPOSAL 6

When a contract is cancelled the contract and all related agreements including all guarantees, security and credit agreements are to be cancelled as if they never existed. However, some businesses are not taking the necessary steps to do this. Currently the CPA does not explicitly require businesses to take action to ensure that cancelled related agreements are no longer enforced against the consumer, compliance orders are not currently issued to address this issue.

PROPOSAL 6

Explicitly require businesses to take steps to ensure that related agreements can no longer be enforced against the consumer and provide the Director with the authority to issue orders specifying steps that need to be taken and requiring the business to take those steps.

SUGGESTED COMMENT PROPOSAL 6:

Question #6: Do you agree with the proposal to clarify Director's powers and compliance requirements when a contract is cancelled?

X Yes

BACKGROUND PROPOSAL 7

Currently the CPA does not provide for administrative penalties (monetary) which could be used to promote compliance with key consumer protection requirements.

Amendments to the CPA could include provisions similar to those in the Collection and Debt Settlement Services Act, the Payday Loans Act, 2008, and the Ticket Sales Act, 2017, related to administrative penalties.

PROPOSAL 7

Amend the CPA to establish administrative penalties. Administrative penalties would be prescribed for certain provisions of the CPA, which would be identified in a regulation.

If such amendments were made, the government would consult on the development of the regulation establishing which provisions could be subject to an administrative penalty and the amount of each penalty to ensure it is adequate to promote compliance. The maximum amount of administrative penalties would be proportionate to the value of contracts that contravene the CPA to remove any financial incentive to violate the Act.

SUGGESTED COMMENT PROPOSAL 7:

Question #7: Do you agree with the proposal to enable Administrative Penalties under the CPA?

X Yes

SUGGESTED ADDITIONAL COMMENT TO CONSULTATION DOCUMENT

The Township of Wellington North welcomes the opportunity to comment on the proposal as the Township is very supportive of reducing red tape for business and industry. Some of the proposed changes do provide some additional protections, however, Proposals 1 and 2 do not seem to provide any protection to a consumer, but rather more opportunities for potential strong-arm sales tactics, pressure on consumers and fraud. The Door to Door sector is notorious in its refusal to comply with provincial legislation or municipal by-laws. Enforcement is next to impossible. Even with enhanced protection the only avenue available to a consumer is to go to Court to obtain a judgement and even then, collecting on the judgement is not guaranteed. As such we do not support Proposals 1 and 2 but are generally supportive of Proposals 3-7.

FINANCIAL CONSIDERATIONS

There are no financial implications by receiving this report.

STRATEGIC PLAN

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

Yes

No

N/A

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace</i>	<i>Michael Givens</i>
KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER

Schedule A

The Consumer Protection Act:
Direct Selling in Consumers' Homes

About this Consultation

The Ontario government is considering making changes to direct selling rules and enforcement provisions under the Consumer Protection Act, 2002 (CPA).

In March 2018, rules were introduced to prohibit unsolicited door-to-door sales for the following products and services:

- Air conditioners
- Air cleaners
- Air purifiers
- Duct cleaning services
- Furnaces
- Water heaters
- Water treatment devices
- Water purifiers
- Water filters
- Water softeners
- Products and services that perform the function of one or more of the products and services above (such as HVAC)

Some businesses are continuing to use high pressure sales practices, misrepresentation, and non-compliant contracts to sell restricted products and services. This results in homeowners finding themselves locked into long-term contracts which are notably more expensive than alternative means of obtaining the same products, and unable to exit those contracts without paying expensive cancellation charges.

In contrast, industry members that do not engage in high-pressure door-to-door sales tactics have indicated that certain rules introduced in March 2018 are creating burden and barriers to their operations, as well as limiting consumers' ability to easily enter into a contract when they have invited a business into their home.

This consultation proposal is seeking feedback on potential amendments that would:

- reduce burden and barriers for businesses that provide products and services when the consumer has initiated contact;
- level the playing field by increasing consumer protection to deter non-compliant businesses in the sector; and,
- strengthen enforcement powers to target businesses that cause the most harm to consumers.

This consultation paper includes proposals to increase consumer protection and strengthen enforcement provisions generally under the CPA. As a result, proposals included may impact businesses that do not engage in door-to-door sales or home-contracting.

How to Respond

Your input is important. We welcome your answers to the consultation questions and any added input or suggestions you may wish to offer.

Please provide concrete examples or evidence to support your suggestions where possible.

This consultation document asks questions where you can respond by checking boxes to express your views, and by providing explanations or alternative options in free-form spaces.

You may download this paper and submit your completed responses by mail or email. You also may submit any feedback to us without using the consultation questionnaire package.

You may respond by email to consumerpolicy@ontario.ca or by mail to:

Direct Selling Consultation
 Ministry of Government and Consumer Services
 Policy, Planning and Oversight Division
 56 Wellesley Street West, 6th Floor
 Toronto, ON, M7A 1C1

When responding, please provide your name and contact information such as an email or mailing address.

Name/Organization

Contact Information

Please also check a box to indicate whether you comment primarily as a:

- Business
- Business Association
- Consumer
- Consumer Association
- Academic
- Other – You may enter your answer here
-

Thank you for taking the time to review these proposals. If you have any questions about this consultation, please email consumerpolicy@ontario.ca.

Privacy Statement

Please note that unless agreed otherwise by the Ministry of Government and Consumer Services (the ministry), all submissions received from organizations in response to this consultation will be considered public information and may be used, disclosed, and published by the ministry to help the ministry in evaluating and revising its proposal. This may involve disclosing any response received to other interested parties. An individual who provides a response and indicates an affiliation with an organization will be considered to have submitted the response on behalf of that organization.

Responses received from individuals who do not indicate an affiliation with an organization will not be considered to be public information. Responses from individuals may be used and disclosed by the ministry to help evaluate and revise the proposal. The ministry may also publish responses received from individuals. However, should the ministry use, disclose, or publish individual responses, any personal information such as an individual's name and contact details will not be disclosed by the ministry without the individual's prior consent, unless required by law. Contact information you provide may also be used to follow up with you to clarify your response.

If you have any questions about the collection of this information, please contact the ministry by email - consumerpolicy@ontario.ca.

Background

Direct Agreements under the Consumer Protection Act, 2002

Most businesses are subject to the general rules under the Consumer Protection Act, 2002 (CPA). For example, businesses are prohibited under the CPA from engaging in unfair practices, including the making of false, misleading, or deceptive representations towards consumers. The CPA also sets out rules specific to businesses that market products and services door-to-door (i.e., in a consumer's home) such as a 10-day cooling-off period during which a consumer can cancel a contract without any reason.

Under the CPA, agreements or contracts negotiated or entered into in the consumer's home are referred to as 'direct agreements'.

Businesses that contravene provisions under the CPA may be subject to compliance and enforcement actions by the ministry such as caution letters, compliance orders, placement on the [Consumer Beware List](#), and/or the laying of charges, as appropriate. If found guilty of an offence under the CPA, an individual can also be fined up to \$50,000 or imprisoned for up to two years less a day, or both. A corporation can be fined up to \$250,000.

Existing Rules for Direct Agreements for Restricted Products

Presently, a restricted product or service¹ cannot be offered or sold at a consumer's home unless the consumer initiates contact with the business and specifically invites them over with the purpose of entering into such an agreement. For example, a consumer would need to call or email a business and invite a representative to come to their home to install a new furnace. There is an existing exception to this rule if a business has a contract in place with the consumer and certain criteria are met (see section below 'Rules for businesses with a contract in place').

If there is no attempt to contact the consumer about entering into a contract for the restricted products or services, marketing materials can be left at the consumer's home.

Contracts that violate these rules are void and the consumer may keep the products and services without any obligation related to their use or disposal.

Contracting when called for repair or maintenance

When invited by the consumer to repair or conduct maintenance on a restricted good, business representatives may provide the service requested or advise that equipment is unsafe or needs to be shut down as required by law (e.g., red-tagging a furnace determined to be hazardous). The business representative cannot try to sell a new restricted product or service during their visit, unless they already have a written contract in place with the consumer for one of the restricted products or services.

¹ Furnaces, air conditioners, air cleaners, air purifiers, water heaters, water treatment, devices, water purifiers, water filters, water softeners, duct cleaning services, and any product or service that performs one or more of the functions of these products or services (for example, an HVAC system)

Rules for businesses with a written contract in place

If a business has a written contract in place with a consumer for one of the restricted products or services, the business can:

- contact the consumer by phone or any other means of communication (except communication in person at the consumer's home);
- schedule a visit to the consumer's home for any reason; and,
- enter into a new contract for any of the restricted products or services.

However, when the business contacts the consumer, the business representative must ask the consumer if they may offer a restricted product or service while visiting their home and the consumer must agree to hear the offer.

Unsolicited door-to-door sales are still prohibited even when a written contract is in place.

Record-keeping rules for businesses

If a consumer signs a new contract for one of the restricted products or services in their home, the business must create and maintain records for three years from the date the contract is entered into.

These records must verify either that the consumer contacted the business and invited the business over for the purpose of entering into a contract for a restricted good or service, or that the business contacted the consumer in accordance with the exception discussed above.

It is up to businesses to determine how best to develop and maintain these records.

Mandatory cover page and disclosure requirements

All contracts for the restricted products and services must have a cover page on the contract which outlines the consumer's rights. This means the business needs to:

- print out and provide the cover page; and,
- have the consumer sign the cover page and the contract for the restricted product or service before any work begins.

As of May 1, 2018, businesses are required to make sure the language in their contracts meets contract disclosure requirements, including requirements to clearly disclose overall costs and any cancellation fees.

Proposal

To address concerns related to the direct agreement rules for restricted products or services, the consultation paper's proposed changes focus on:

- Reducing burden for businesses by making it easier to sell goods and services when a consumer has initiated a transaction, or a business relationship is already in place with the consumer.
- Increasing consumer protection against non-compliant businesses by:
 - providing consumers with more time to rescind their agreement when businesses engage in an unfair practice; and,
 - clarifying business requirements to provide notice when consumer obligations are transferred to another business.
- Levelling the playing field for businesses through stronger enforcement provisions, including by:
 - providing clear authority for compliance orders respecting refunds and the amount of a refund a consumer is entitled to under the Act when a direct agreement is cancelled;
 - clarifying businesses' obligations when a contract is cancelled; and,

- o enabling administrative penalties under the CPA to target businesses that do not comply with the Act.

Reducing Burden and Removing Barriers

1. Simplify Consumer-Initiated Transactions for Restricted Products or Services

For a business to sell, lease or contract for one of the restricted products or services in a consumer's home, the consumer must have initiated contact with the business and invited the business to attend their home for that purpose, unless there is a written contract in place between the consumer and the business and other criteria for the exception outlined above are met.

Industry members have indicated that these rules are overly restrictive in circumstances where a consumer contacts a business and asks that a representative attend their home for a purpose other than entering into a contract.

For example, a business representative may be asked by a consumer to attend their home to repair a restricted product, like a furnace, but the product may need to be replaced because it is broken, inefficient, or not cost-effective to repair. Currently, the representative cannot offer the consumer a replacement product or enter into a new agreement. The representative is required to leave the consumer's home and wait until the consumer contacts the business to invite the business to their home specifically for the purpose of entering into an agreement.

PROPOSAL 1

Amend the CPA so that businesses may solicit for or enter into a contract for any restricted product or service at the consumer's home so long as the consumer has contacted the business and invited a business representative to their home and one or more of the following conditions are met:

- The consumer has invited the business representative to their home to enter into a consumer agreement for a restricted product or service.
- The business is attending the consumer's home as part of an ongoing consumer agreement related to a restricted product or service.
- The consumer has invited the business representative to their home to enter into a consumer agreement for the service of a restricted product.
- A person authorized to do so by statute has prohibited or restricted the use of a restricted product by tagging, sealing or other means.

Note: A contract formed in contravention of the rules will continue to be void, resulting in the consumer being able to keep the products and services without obligation in respect of their use or disposal.

Question #1: Do you agree with the proposed changes to circumstances in which a business could solicit for or enter into a contract for a restricted product or service at a consumer's home?

Yes

No

Other – Please Explain Below

Explanation and Additional Comments:

You may enter any explanation and additional comments here

2. Make it easier for businesses with an existing business relationship to enter into contracts when they contact consumers by phone.

Current rules permit businesses to contact consumers by phone to provide information about the restricted products and services, but a business-initiated call generally cannot result in a visit to a consumer's home where the business enters into a contract for a restricted product or service, if a written contract for a restricted good or service is not in place.

For example, a business cannot cold call a new consumer to schedule a visit to their home to provide a water filtration system if a written contract for a restricted good or service is not in place.

However, if a business has a written contract in place with a consumer for one of the restricted products or services, the business may contact the consumer by any means (other than in person at the consumer's home), schedule a visit to the consumer's home for any reason and enter into a new contract for one of the restricted products or services. When the business contacts the consumer and receives an invitation to the home, the representative must ask the consumer if they may offer a restricted product or service while visiting the consumer's home and the consumer must agree to hear the offer.

Industry members have indicated that these rules are overly restrictive in circumstances where a business may not have a written and effective agreement in place with a consumer, but the business has a relationship with the consumer.

For example, a consumer may have purchased a furnace from a business. Three years later the consumer may request the same business to service their furnace. Following the service visit, the business may want to contact the consumer to set up a visit to discuss new or discounted products that could be of benefit to the consumer, such as an air filtration system. While the business could call the consumer to provide information about the air filtration system, the business would have to ask the consumer to call them back to request a visit to their home since no written agreement is in place.

While these rules may not result in direct administrative or compliance costs for businesses, industry members have indicated that these requirements create red tape for both businesses and consumers.

PROPOSAL 2

- d) The current exemption in the CPA for businesses maintaining written, effective contracts with consumers for restricted products or services be expanded to apply to businesses that have existing business relationships with consumers in relation to a restricted product or service.
- e) Evidence of an existing business relationship related to a restricted product or service would include:
- Effective Written Contract (as per the current exemption)
 - Written Contract that is no longer in effect

- Work or Purchase Order
- Records indicating proof of payment

Note: The cancellation of a consumer agreement in accordance with the CPA operates to cancel the agreement as if it never existed. As a result, previously cancelled consumer agreements would not provide evidence of an existing business relationship.

- f) Businesses that have existing business relationships with consumers (as outlined above) would no longer be required to receive advance consent to offer a restricted product or service prior to visiting a consumer's home.

Question #2A: Do you agree that the current exemption for businesses that maintain an effective written contract with the consumer should be expanded such that businesses that have an existing business relationship with a consumer related to a restricted product or service would be permitted to contact the consumer by phone, schedule a visit to their home (after being invited), and enter into a contract for a new restricted product or service? See next question regarding evidence that would be required to establish an 'existing business relationship'.

Yes

No

Other – Please Explain Below

Explanation and Additional Comments:

You may enter any explanation and additional comments here

Question #2B: Do you agree with the proposed list of items that would provide evidence of an existing business relationship between the business and consumer?

Yes

No

Other – Please Explain Below

Explanation and Additional Comments:

You may enter any explanation and additional comments here

Improving Consumer Rights

3. Expanding rescission rights when a business has engaged in an unfair practice

If a business has represented its products or services in a false, misleading or deceptive way, a consumer who entered into a contract after or during the false, misleading or deceptive representation can rescind the contract by providing notice to the business within one year of entering the agreement. The CPA provides that if a consumer rescinds an agreement, the consumer is entitled to any remedy that is available in law, including damages. A court may also award exemplary or punitive damages if an action is commenced under the CPA's unfair practices provisions.

Presently, a consumer must provide a business with a notice seeking rescission within one year after entering into the agreement.

When businesses use false, misleading or deceptive tactics it puts Ontario consumers at risk, particularly seniors, Ontarians who lack financial literacy, or individuals who are susceptible to high-pressure sales tactics.

Complaints to the ministry indicate that consumers may not be aware that a business representative has engaged in an unfair practice until later in the contract's life. For example, a consumer may not become aware of misrepresentations involving a water heater until several years after that product was sold to the consumer.

PROPOSAL 3

Amend the CPA to allow consumers to provide notice to a business to rescind their agreement within one year of having discovered that the business engaged in an unfair practice.

Question #3: Do you agree with the proposal to extend rescission rights when a business has engaged in an unfair practice?

Yes

No

Other – Please Explain Below

Explanation and Additional Comments:

You may enter any explanation and additional comments here

4. Clarify business requirements to provide notice when consumer obligations are transferred

The CPA currently requires contracts for restricted products and services to include appropriate contact information for consumers seeking to terminate the contract. However, complaints to the ministry indicate that consumers are not always informed when a contract is assigned to a different business (e.g., a financing company). While businesses are required to provide the consumer agreement to the assignee,

consumers may not be aware the contract has changed hands and may then not know whom they must contact to cancel the contract.

PROPOSAL 4

Amend the CPA to require that if the party with whom the consumer is in an agreement changes, the consumer must be provided with notice.

Question #4: Do you agree with the proposal to clarify business requirements to disclose consumer obligations?

- Yes
- No
- Other – Please Explain Below

Explanation and Additional Comments:

You may enter any explanation and additional comments here

Strengthening Enforcement Provisions

5. Clarifying the director's authority to issue compliance orders related to refunds

The Director is a position within the Ministry of Government and Consumer Services established under the CPA. The Director is responsible for the day-to-day administration of the CPA. The CPA provides the Director with powers to make orders under the Act, including requiring businesses to comply with the Act.

The ministry is aware of instances where businesses have not met CPA requirements, like providing a refund to the consumer when a contract is canceled in accordance with the rights provided under the CPA. However, the CPA does not explicitly provide the Director with the authority to order a business to provide a consumer with the refund they are entitled to under the Act

PROPOSAL 5

Clarify the authority of the Director to order a business to comply with the Act, including the requirement to provide a refund to consumers, and provide that the Director may specify the amount of the refund the consumer is entitled to under the Act.

Question #5: Do you agree with the proposal to clarify Director's powers and compliance requirements when a contract is cancelled?

- Yes
- No

Other – Please Explain Below

Explanation and Additional Comments:

You may enter any additional comments here

6. Clarifying obligation to ensure contracts and all Related Agreements are ineffective after a contract is cancelled

When a contract is cancelled under the CPA, the act states that the contract and all related agreements including all guarantees, security and credit agreements are cancelled as if they never existed. However, some businesses are not taking the necessary steps to ensure that related agreements, such as financing arrangements or registered security interests, are cancelled. Since the CPA does not explicitly require businesses to take action to ensure that cancelled related agreements are no longer enforced against the consumer, compliance orders are not currently issued to address this issue.

PROPOSAL 6
Explicitly require businesses to take steps to ensure that related agreements can no longer be enforced against the consumer and provide the Director with the authority to issue orders specifying steps that need to be taken and requiring the business to take those steps.

Question #6: Do you agree with the proposal to clarify Director's powers and compliance requirements when a contract is cancelled?

Yes

No

Other – Please Explain Below

Explanation and Additional Comments:

You may enter any additional comments here

7. Enabling Administrative Penalties Under the CPA

An administrative penalty is a monetary penalty that could be imposed by the ministry for contraventions of provisions under the CPA and its regulations. It is not the same as a fine, which can be levied by a court instead of or in addition to a term of imprisonment when a person is found guilty of committing an offence under the CPA. Administrative penalties would be used to promote compliance with key consumer protection requirements.

Currently the CPA does not provide for administrative penalties for contraventions of its rules for direct agreements or any other matters. From an enforcement perspective, the ministry can either issue warnings and compliance orders or move directly to prosecution for a provincial offence. An

administrative penalty would provide a more efficient means of promoting compliance where a warning is inadequate but stronger enforcement action may not be warranted.

Amendments to the CPA could include provisions similar to those in the Collection and Debt Settlement Services Act, the Payday Loans Act, 2008, and the Ticket Sales Act, 2017, related to administrative penalties.

PROPOSAL 7

Amend the CPA to establish administrative penalties. Administrative penalties would be prescribed for certain provisions of the CPA, which would be identified in a regulation.

If such amendments were made, the government would consult on the development of the regulation establishing which provisions could be subject to an administrative penalty and the amount of each penalty to ensure it is adequate to promote compliance. The maximum amount of administrative penalties would be proportionate to the value of contracts that contravene the CPA to remove any financial incentive to violate the Act.

Question #7: Do you agree with the proposal to enable Administrative Penalties under the CPA?

Yes

No

Other – Please Explain Below

Explanation and Additional Comments:

You may enter any explanation and additional comments here

[Additional Comments](#)

Thank you for participating in our consultation and providing your views on this paper.

Question #8: Please share any additional comments or suggestions you may have here:

You may enter any additional comments here



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

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Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JUNE 24, 2019**

**FROM: KARREN WALLACE
DIRECTOR OF LEGISLATIVE SERVICES/CLERK**

**SUBJECT: REPORT CLK 2019-02 BEING A REPORT ON AMCTO'S
POSITION PAPER ON MODERNIZING THE VOTERS' LIST**

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2019-027 being a report on AMCTO's Position Paper on Modernizing the Voters' List.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

BACKGROUND

In May 2019 the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) issued a position paper on modernizing the Voters' List.

The entire paper is attached as Schedule A to this report. The key findings and recommendations are summarized as follows:

AMCTO members are central to the administration of municipal elections however, the clerks and other officials charged with ensuring municipal elections are fair and effective rely heavily on the voters' list data provided by the Municipal Property Assessment Corporation (MPAC). It is not an exaggeration to say that, without an accurate voters' list, municipal elections would lay an onerous burden on the clerks' staff as well as electors.

Unlike the voters' list used for provincial and federal elections, the Ontario municipal voters' list is derived largely from the property tax rolls of a municipality. Unfortunately,

it is plagued by inaccuracies which result in frustration for both individual voters and the election administrators tasked with running a fair election. Despite numerous attempts to improve the system by which voter information is collected and shared with municipalities, the voters' list remains mired in controversy, requiring a significant number of manual changes during each election cycle.

Areas identified for improvement:

- Accuracy of the voters' list
 - The most significant complaint AMCTO members have about the MPAC data is that it is often incomplete, incorrect, and inaccurate.
- Costs of developing and maintaining the voters' list
 - Not only do municipalities pay for the data prepared and delivered by MPAC and costs are rising, but they must also spend additional public money to revise the inaccuracies in it.
- Voter turnout
 - In Ontario, municipal turnout hovered between 40 and 45% from 1988 until 2014. In the 2018 municipal election, the voter turnout was a mere 38.29% and while it is unlikely that the accuracy of the voters' list is a causative factor, it is a potential barrier that might make voting "too much work" for an elector
- Accessibility
 - With the advent of alternative voting strategies –particularly internet voting –municipalities require an accurate voters' list to ensure a fair and inclusive election.
- Accountability
 - While Ontario's municipal clerks have statutory responsibility to administer elections in a fair and effective manner, they also have limited control over the voters' list. The clerks are accountable for all aspects of the election without having full control over one of the critical elements that being the voters' list.
- One list
 - With three different levels of government seeking votes from virtually the same pool of eligible electors, there is a strong argument for a single list managed by a single entity. The average voter may or may not be able to differentiate between the responsibilities and functions of a given level of government, but they do understand frustration when the act of voting does not occur in a seamless manner across all three orders of government.

FINANCIAL CONSIDERATIONS

There are no financial implications by receiving this report.

STRATEGIC PLAN

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

Yes No N/A

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace</i>	<i>Michael Givens</i>
KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



MODERNIZING THE VOTERS' LIST

AMCTO POSITION PAPER

MAY 2019

OUR POSITION

The 2018 post-election survey makes it clear that AMCTO's members continue to view the voters' list as problematic and in need of reform.

After each provincial election, Ontario's Chief Electoral Officer reports to the legislature on the main issues in running the event. In his report on the 2018 provincial election, Greg Essensa also addressed issues surrounding the municipal voters' list. In fact, he identified three specific recommendations that would increase the involvement of Elections Ontario in local government elections:

- Establish a single address authority
- Appoint Elections Ontario as the authority responsible for the municipal voters' list
- Establish a voting day that is not a school day

AMCTO generally supports these positions.

Deeper analysis of our data along with discussions with specialized advisory groups has helped AMCTO formalize its support for the following principles:

- That the voters' list must be as accurate as possible and that municipalities should receive updated information in a timely manner;
- That data access and sharing between government agencies improve the quality of the list; and
- That the holder of the voters' list must be able to support school board elections and associated requirements of such a list.

With these principles, AMCTO can confidently advocate for a new way of developing and maintaining the voters' list – built from the ground up – rather than using a system for which electoral accuracy is a secondary concern from the provider's main business line.

OUR ROLE

AMCTO members are central to the administration of municipal elections. This vital component of local democracy requires the professionalism, dedication, and attention to detail expected of municipal clerks. However, the clerks and other officials charged with ensuring municipal elections are fair and effective rely heavily on the voters' list data provided by the Municipal Property Assessment Corporation (MPAC).

It is not an exaggeration to say that, without an accurate voters' list, municipal elections would lay an onerous burden on the clerks' staff. It would also lay a burden on individual voters: they would have to seek out information on how, where, and when to vote, and then they would have to prove that they are eligible to vote within a given municipality.

Unlike the voters' list used for provincial and federal elections, the Ontario municipal voters' list is derived largely from the property tax rolls of a municipality. Unfortunately, it is plagued by inaccuracies which result in frustration for both individual voters and the election administrators tasked with running a fair election. Despite numerous attempts to improve the system by which voter information is collected and shared with municipalities, the voters' list remains mired in controversy, requiring a significant number of manual changes during each election cycle.

AMCTO has long supported a new approach to building the voters' list. However, our members experience the same problems, election after election. The time has come for bold and transformative action to ensure the integrity of future municipal elections.

"I strongly encourage efforts to figure out how to improve our voters' list. It is so inaccurate and not acceptable.

Especially, if municipalities are going to continue to try alternate methods of voting such as internet and telephone - the accuracy of the voters' list is so very important"

– AMCTO Member



OUR WORK TO DATE

In 2012, AMCTO engaged its Municipal Elections Project Team to study the problems facing our members responsible for administering local elections and issue a discussion paper to consider ways in which these problems might be solved. The paper itself outlined the existing processes used to create the voters' list for each municipal election, the key issues, and recommendations for specific outcomes.

The paper was born from a view that AMCTO members, as the chief officials responsible for administering municipal elections, had something valuable to say about the state of the voters' list. As a result, the paper focuses on the then-current state of the voters' list along with the assumptions that had guided its development over time. The paper refutes some of those assumptions and offers suggestions to reframe the discussion around a set of principles more suited to the modern realities of local elections.

AMCTO's members responded to five key concerns about the voters' list:

- Accuracy of the voters' list;
- Costs of developing and maintaining the voters' list;
- Absence of outcome-based performance measures;
- Risks to personal privacy; and
- Voter turnout.

The paper's conclusions are divided into two parts. First, the report suggests three critical reforms on which the Ministry of Municipal Affairs and Housing should take immediate action through a review of the Municipal Elections Act and the development by the Municipal Property Assessment Corporation (MPAC) of outcome-based performance measures.

The second part of the report's conclusions outlines the options AMCTO's members believe would allow for a more viable voters' list:

- No list;
- List maintained by Municipal Clerk with data provided by MPAC;
- List maintained by Municipal Clerk and MPAC;
- List maintained by MPAC;
- One list for all elections; and
- Hybrid options.

AMCTO continued to push for a better, more efficient way to create and maintain a voters' list for local government elections in this modern age. Using data from AMCTO's 2014 Post-Election Survey, the 2015 position paper highlighted the association's continued concerns:

› Data Accuracy

The most significant complaint our members have about the MPAC data is that it is often incomplete, incorrect, and inaccurate. Our members report that many eligible electors – even those who had voted in the last election in the same municipality – were not on the voters' list, while many ineligible voters were.

› Costs

The cost of developing, maintaining, and revising the MPAC data is also increasing. Not only do municipalities pay for the data prepared and delivered by MPAC but they must also spend additional public money to revise it. In other words, municipalities must budget to correct a high volume of errors in what has been provided to them.

› Voter Turnout

Voter turnout has become a very public debate in recent years. Elections at all three levels of government – federal, provincial, and municipal – have generally seen lower and lower voter turnout. In Ontario, municipal turnout hovered between 40 and 45% from 1988 until 2014. In the 2018 municipal election, the voter turnout was a mere 38.29%.

While it is unlikely that the accuracy of the voters' list is a causative factor, it is a potential barrier that might make voting “too much work” for an elector; after all, voter cards (based on a voters' list) increase awareness of the election and give broader, more inclusive opportunity to vote. An accurate voters' list can ensure that municipalities do not give eligible voters a reason not to exercise their democratic franchise.



› Accessibility

AMCTO members also recognize that the advent of alternative voting strategies – particularly internet voting – means that municipalities require an accurate voters' list to ensure a fair and inclusive election. As of the 2014 election, some municipalities have chosen to forgo the data from MPAC in favour of other data sources.

› Accountability

While Ontario's municipal clerks have statutory responsibility to administer elections in a fair and effective manner, they also have limited control over the voters' list. The clerks are accountable for all aspects of the election without having full control over one of the critical elements. Until provided, the voters' list data is managed by MPAC – which incorrectly results in a public perception that the clerks are responsible for any errors in the list on or ahead of voting day.

› One List

With three different levels of government seeking votes from virtually the same pool of eligible electors, there is a strong argument for a single list managed by a single entity. As AMCTO has noted in the past, the average voter may or may not be able to differentiate between the responsibilities and functions of a given level of government, but they do understand frustration when the act of voting does not occur in a seamless manner across all three orders of government.

After the 2014 municipal election, AMCTO's advocacy efforts focused around the six issues identified above. As a result, both Elections Ontario and a former Minister of Municipal Affairs and Housing expressed interest in AMCTO's positions. This interest led to AMCTO's involvement in a confidential working group to assist the Minister in offering some small reforms to the voters' list process ahead of the 2018 municipal election. Despite this, AMCTO remained committed to the position that transformational reforms would be needed following the 2018 election to reform the voters' list.

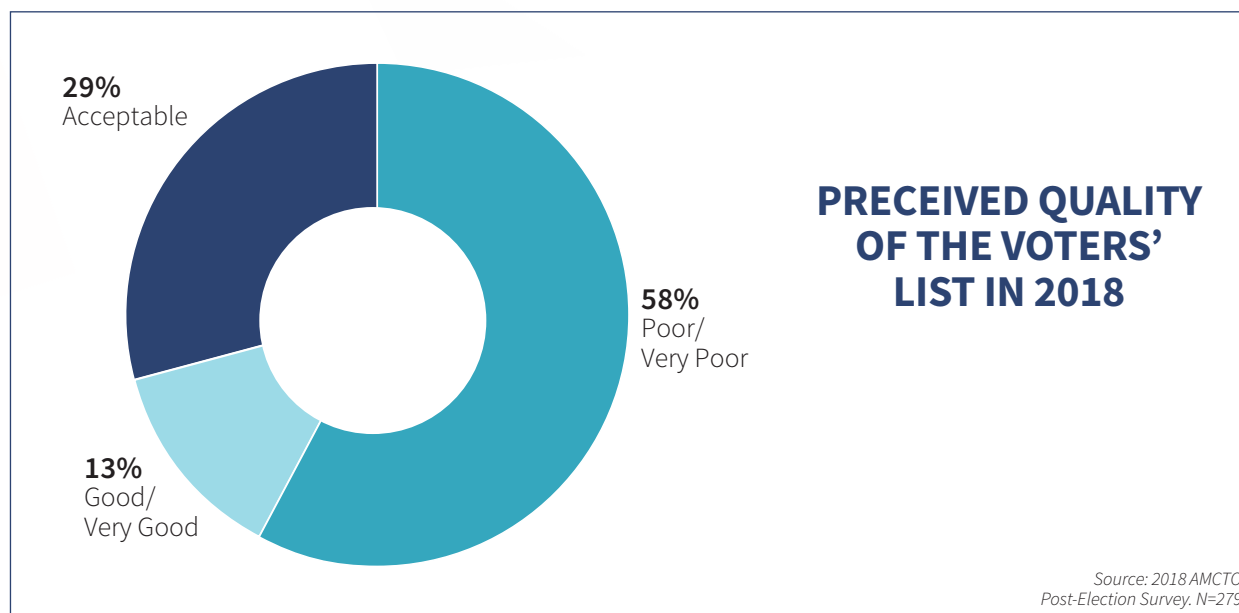
WHY WE WANT CHANGE

The 2018 municipal election went ahead with many of the same issues our members had previously identified as problematic with the voters' list. Our post-election data confirms that our members still view the voters' list as a major impediment to a fully successful election. Some major issues – consistent with previous post-election surveys – remain.

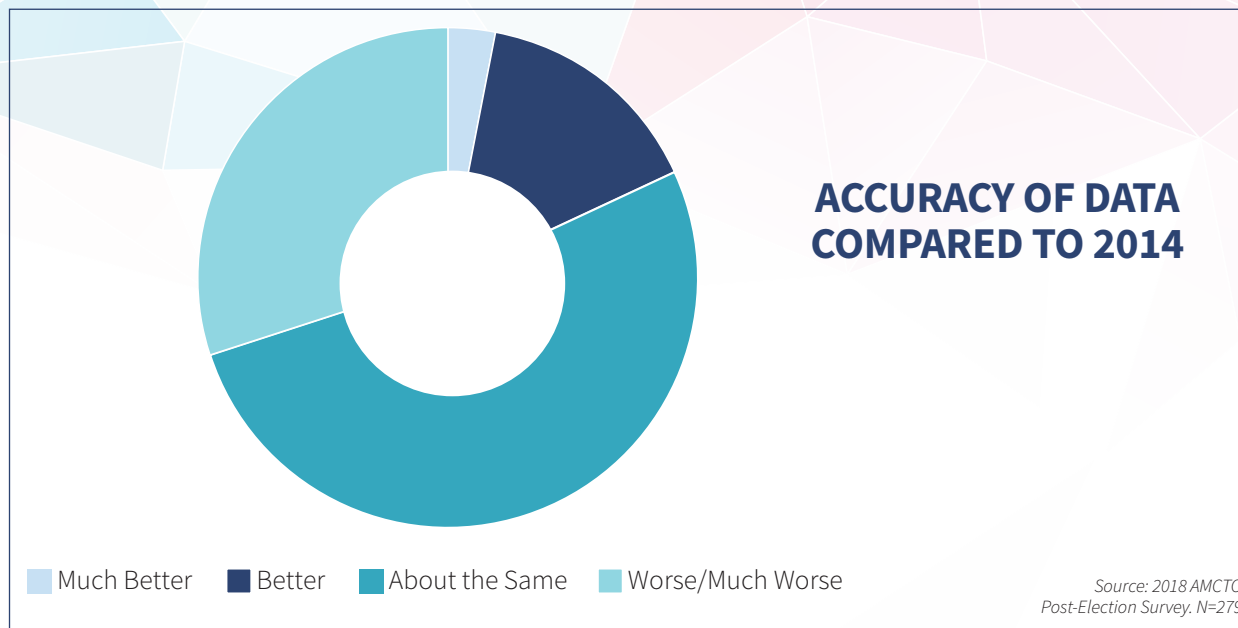
Most notably, respondents had significant concerns with the quality of the voters' list, with the majority indicating that it was some form of "poor".

"Overall the election went well. We did have issues with the quality of data received from MPAC. The data included incorrect information from over 20 years ago."

– AMCTO Member



Perception of quality also got worse when respondents considered the accuracy of the MPAC data compared to the 2014 data. While this may seem acceptable – after all, fully 2/3 of respondents said that the data did not get worse between elections – it is important to understand the scope of work and resources required to manage inaccurate data.



From our survey, 75% of respondents made at least 100 changes to the data provided by MPAC; almost half of all respondents had to make more than 500 changes, with a small number of municipalities having to make more than 20,000 changes.

Although our research does not capture the kind of changes or quantify the labour required; it is clear that respondents were not satisfied with the quality of the data they received, particularly since the time frame for receiving data and making changes is measured in weeks.

Ultimately, AMCTO's members want a better voters' list to serve the interests of fair, free elections – a cornerstone of any democracy. This is the foundation of the work our members do and is the reason AMCTO is advocating for meaningful reforms to the ways in which Ontario's municipalities receive and update the voters' list.

“MPAC simply cannot continue providing such a low quality list in an era where almost 50% of all municipalities used remote voting technologies that rely on high quality list data. This is absolutely a paradigm shift, and the legislation must be updated to provide the high quality data needed to ensure municipal elections can be conducted with integrity when using remote voting technologies.”

– AMCTO Member

REFERENCES

AMCTO, Post-Election Survey, 2010.

AMCTO, Discussion Paper: Issues and Options on the Use of a Voters' List for Municipal Elections in Ontario, 2012.

AMCTO, Post-Election Survey, 2014.

AMCTO, Voters' List Survey: Preliminary Results, 2015.

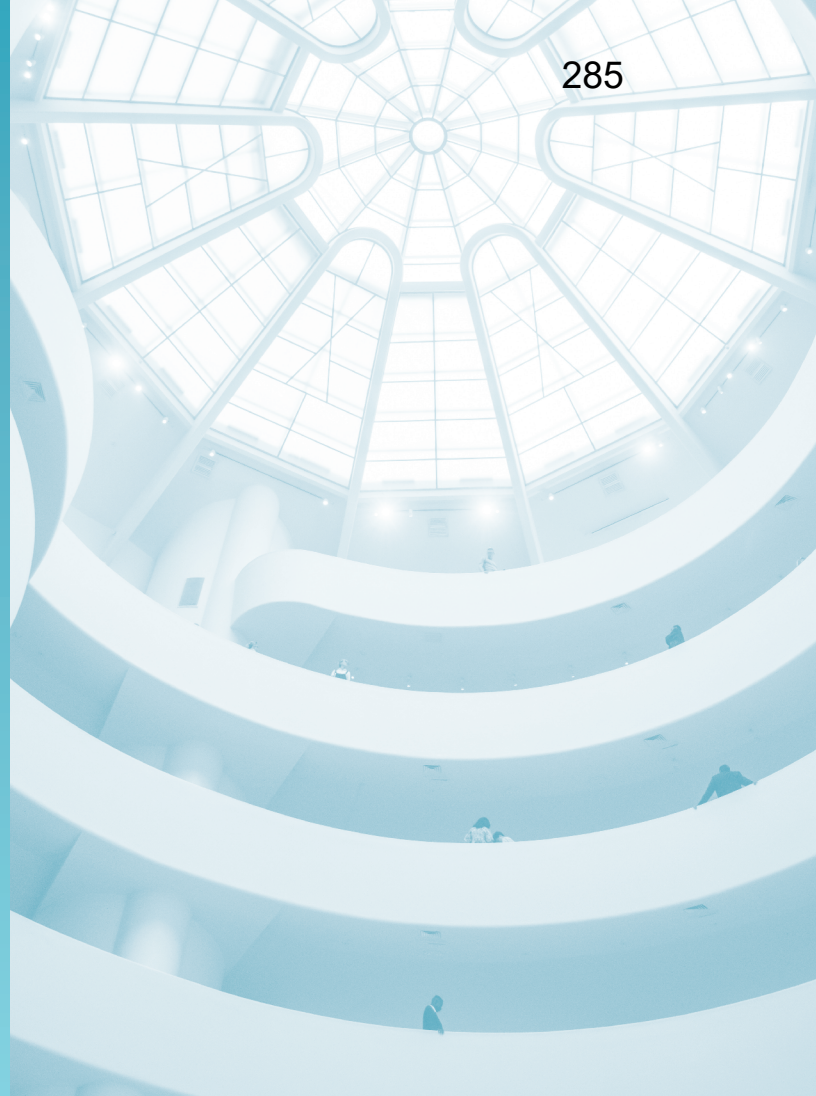
AMCTO, Position Paper: Time to Fix the Voters' List, 2015.



AMCTO represents excellence in local government management and leadership. AMCTO has provided education, accreditation, leadership and implementation expertise for Ontario's municipal professionals for over 80 years.

With approximately 2,200 members working in municipalities across Ontario, AMCTO is Ontario's largest voluntary association of local government professionals, and the leading professional development organization for municipal professionals.

Our mission is to provide professional development, engagement opportunities, advocacy and leadership in the sector, which strengthens and supports the capabilities and performance of municipal professionals.



For more information about this submission, contact:

Rick Johal

Director, Member and Sector Relations
rjohal@amcto.com | (905) 624-4294 ext. 232

Adam McDonald

Policy Advisor
amcdonald@amcto.com | (905) 602-4294 ext. 234

Contact Us:

**AMCTO | Association of Municipal Managers,
Clerks and Treasurers of Ontario**

2680 Skymark Avenue, Suite 610
Mississauga, Ontario L4W 5L6
Tel: (905) 602-4292 | Fax: (905) 602-4295
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WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of June 24, 2019
From: Michael Givens, CAO
Subject: CAO 2019-004 Traffic Condition Analysis-Main Street & Main Forest Drive

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CAO 2019-004 being a report on Traffic Condition Analysis-Main Street & Mount Forest Drive;

AND FURTHER THAT Council waive the competitive bidding requirement and direct staff to negotiate the design and construction of a Dedicated Right-Turn Lane on Mount Forest Drive utilizing funds from the discretionary Council Community and Contingency Reserve.

PREVIOUS PERTINENT REPORTS

CAO 2016-010 Report to Council-Canadian Tire Development
 By-Law No. 060-16 Canadian Tire Site Servicing Agreement

BACKGROUND

In 2016, Council authorized the Township entering into a Site Plan Agreement (STA) with Canadian Tire Real Estate Limited (CT) to allow CT to proceed with the construction of the new CT store in the area of Main Street and Mount Forest Drive.

Prior to entering into the Site Plan, staff recognizing concerns already existed in the area related to traffic flow, required CT to complete a Traffic Impact Study by a qualified engineer. The conclusion from the study was that the introduction of the proposed CT would “cause an insignificant increase in delay for the westbound leg at Mount Forest Drive and Main Street and all other movements are expected to move without delay. Therefore, the existing road network is expected to be able to sufficiently accommodate the additional traffic generated by the proposed development.” Peer review of the Study affirmed the findings.

Council and residents have continued to raise concerns around traffic flows in this area. Staff further consulted with LEA Consulting and the resulting report has been included for Council review.

The preferred recommendation that came from the report was the construction of a dedicated right turn lane with 20 metres storage length. Staff would like to proceed with this recommendation.

Note(s)

1. Ministry of Environment, Conversation and Parks approval(s) may be required for this work which may delay construction start.
2. Ministry of Transportation-given the location MTO review and approvals may be required.

FINANCIAL CONSIDERATIONS

It is unclear at this time the costs associated with design and construction of a dedicated right turn lane.

Township staff will consider utilizing contributions from CT negotiated as part of a Site Servicing Agreement. Contact has been made with CT regarding the proposed work.

Alternatively, given the importance of this project, staff is requesting that we be given the opportunity to proceed utilizing funds from the Council Community and Contingency Reserve (May 31, 2019 Reserve Balance-\$106,640).

ATTACHMENTS

May 9, 2019 LEA Consulting Ltd.-Traffic Condition Analysis (note-Appendix A through D that constitute the data from the report have not been included but are available for review)

Mouny Forest Drive Profile

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

“the extension of streets to address traffic congestion and safety”

Prepared By:	Michael Givens, CAO
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Recommended By:	Michael Givens, Chief Administrative Officer <i>Michael Givens</i>
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May 9th, 2019

Reference Number: 19171/200

Michael Givens
 Chief Administrative Officer
 Township of Wellington North, 7490 Sideroad
 7 W, PO Box 125,
 Kenilworth, Ontario, N0G 2E0

Dear Mr. Clark,

RE: Traffic Condition Analysis at the Intersection of Mount Forest Drive and Main Street and Surrounding Road Network

LEA Consulting Ltd. is pleased to present the analysis results for the traffic operation conditions at the intersection of Mount Forest Drive and Main Street (subject intersection) in Mount Forest, Ontario as shown in Figure 1. The purpose of this analysis is to examine traffic operations for the intersection, specifically queuing conditions and lane-blockage caused by vehicle queues in the westbound approach on Mount Forest Drive at the subject intersection, and to identify potential improvements.

Figure 1: Subject Intersection and Surrounding Area

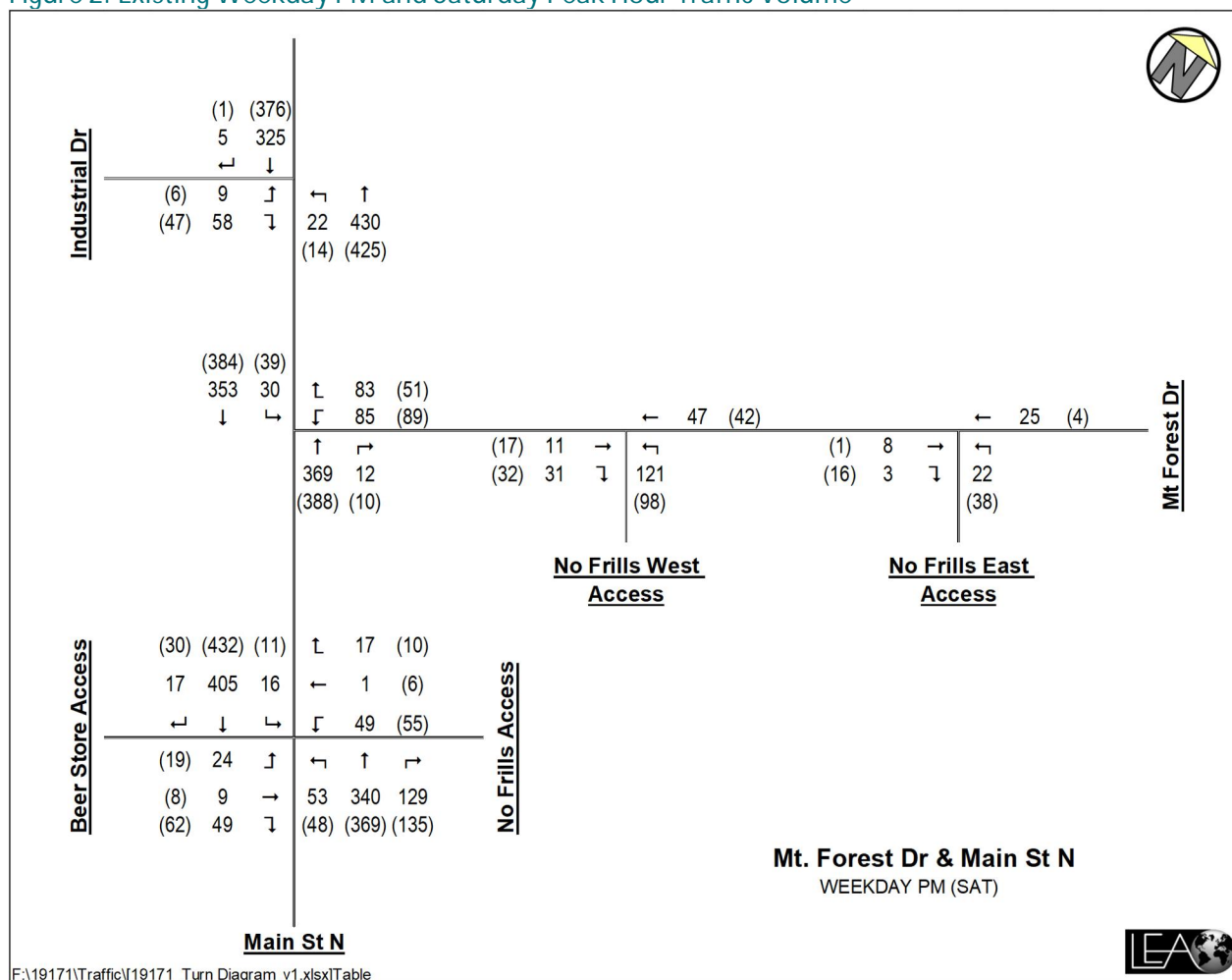




1 DATA COLLECTION

The turning movement counts (TMCs) at the subject intersection and surrounding area were collected by LEA on Thursday September 27 and Saturday September 29, 2018. LEA collected 16 hour counts for the subject intersection and established that the highest hour of volumes occurred on Thursday for 4:30 – 5:30pm, and the Saturday peak hour is 12:30 – 1:30pm. Figure 2 shows the weekday PM and Saturday peak hour traffic volumes at the subject intersection and intersections in the surrounding area. The original volume data is provided in Appendix A. Lane configurations and intersection spacings were estimated using Google Maps and confirmed on site. No intersections are signalized.

Figure 2: Existing Weekday PM and Saturday Peak Hour Traffic Volume





2 SITE OBSERVATIONS

Site observations were collected during the data collection dates on September 27th and 29th, and as well through review of footage collected at the intersection of Main Street and Mount Forest Drive on the same days. These observations yielded the following concerns for the traffic conditions at the intersection at Main Street and Mount Forest Drive:

- Outbound right-turning vehicles are using additional pavement width at the crosswalk to pass vehicles waiting to complete left-turns
- Right-turning vehicles can only make this pass if the queue of left turning vehicles is 2 or less
- Outbound left-turning vehicles are not using the two-way left turn lane as a refuge when turning left, but are waiting until both directions on Main Street are clear of traffic, increasing the delay for vehicles in queue
- Pedestrian volumes are infrequent and vehicles are therefore using the crosswalk to advance before turning.
- When the queue reached 6 vehicles, vehicles approaching the end of the queue chose to turn around and presumably use an alternate route to exit the No Frills Plaza.

3 EXISTING CONDITIONS

Traffic operation conditions for the road network surrounding the intersection of Mount Forest Drive and Main Street North during weekday PM and Saturday peak hour were analyzed using traffic modelling software (Synchro 9.0 software) based on existing traffic data collected. The intersections observed and analyzed were:

- Main Street North and Industrial Drive; and
- Main Street North and the No Frills and Beer Store Access driveways; and
- Main Street North and Mt Forest Drive; and
- Mount Forest Drive and the two No Frills Accesses.

Due to construction activities at the Canadian Tire site located at the north-east corner of the subject intersection, there were unusual high volumes of heavy vehicles observed in the weekday PM peak period (e.g. 30% heavy vehicles were observed in the southbound left-turn movement). To reflect traffic conditions without construction activities, LEA used heavy vehicle percentages observed in an August 2015 traffic count at the same intersection for the PM peak hour.

The analysis results for the study area intersections are summarized in Table 3-1 and Table 3-2. Detailed analysis results are provided in Appendix B.



Table 3-1: Existing Conditions Weekday PM Peak Hour Traffic Analysis

Intersection	Movement of Interest	Peak Hour					
		Flow Rate (vph)	Capacity (vph)	Control Delay (s)	95th Queue (m)	V/C	LOS
Main St N & Industrial Dr/Chamber of Commerce	EBLTR	77	605	11.8	3.5	0.13	B
	WBLTR	0	1700	0.0	0.0	0.00	A
	NBL	25	1072	8.4	0.6	0.02	A
Main St N & Mt Forest Dr	WBL	112	502	14.2	6.8	0.22	B
	WBR	115	611	12.3	5.5	0.19	B
	SBL	36	1110	8.4	0.8	0.03	A
Main St N & Beer Store Access/No Frills Access	EBLTR	86	515	13.4	4.8	0.17	B
	WBTL	53	354	16.9	4.2	0.15	C
	WBR	18	619	11.0	0.7	0.03	B
	NBL	56	1123	8.4	1.3	0.05	A
	SBL	17	1080	8.4	0.4	0.02	A
No Frills West Access & Mt Forest Dr	NBTR	136	923	9.6	4.1	0.15	A
No Frills East Access & Mt Forest Dr	NBTR	25	979	8.8	0.6	0.03	A

Table 3-2: Existing Conditions Saturday Peak Hour Traffic Analysis

Intersection	Movement of Interest	Peak Hour					
		Flow Rate (vph)	Capacity (vph)	Control Delay (s)	95th Queue (m)	V/C	LOS
Main St N & Industrial Dr/Chamber of Commerce	EBLTR	62	586	11.9	2.8	0.11	B
	WBLTR	0	1700	0.0	0.0	0.00	A
	NBL	16	1128	8.2	0.3	0.01	A
Main St N & Mt Forest Dr	WBL	120	464	15.5	8.2	0.26	C
	WBR	60	614	11.5	2.6	0.10	B
	SBL	60	1114	8.4	1.4	0.05	A
Main St N & Beer Store Access/No Frills Access	EBLTR	100	494	14.1	6.0	0.20	B
	WBTL	69	313	19.7	6.6	0.22	C
	WBR	11	582	11.3	0.5	0.02	B
	NBL	54	1056	8.6	1.3	0.05	A
	SBL	12	1015	8.6	0.3	0.01	A
No Frills West Access & Mt Forest Dr	NBTR	111	921	9.4	3.3	0.12	A
No Frills East Access & Mt Forest Dr	NBTR	43	1009	8.7	1.1	0.04	A

The Synchro analysis results show that all intersections in the study area are operating with good levels of service with minor delays during both weekday PM and Saturday peak hours. The only movements with delays in excess of 15 seconds is the westbound movements at the No Frills access on Main Street North during both peak hours and the westbound movement at Mt Forest Drive during Saturday peak. For the No



Frills access on Main Street North, the delay of 15 to 20 seconds is not unusual for left turning movements at a stop controlled private access. A volume over capacity (v/c) ratios for all movements indicated that there is additional capacity available in the peak hour. Given these results, the existing traffic volumes experience acceptable levels of delay for peak hour conditions.

Notwithstanding the above, during the data collection period on site the westbound left of intersection of Main Street North and Mt Forest Drive was noted to have queue lengths that exceed the modelled results above. The queues observed in reality are noted to be a concern for the municipality. Therefore, the following sections will address the additional modeling done to replicate these conditions.

3.1 MODEL CALIBRATION

SimTraffic models were used to replicate the queuing conditions at the Mt Forest Drive and Main Street North intersection. The analysis was conducted for the weekday PM and Saturday peak hour traffic volumes and demonstrated similar queue lengths to the observed existing conditions. This model was used to test the proposed alternative design scenarios, discussed in the sections below.

3.2 MEASURES OF EFFECTIVENESS

The measures of effectiveness (MOEs) examined to reflect the queuing and blockage conditions from the SimTraffic analysis are listed below. These measures were used to compare all scenarios for improvements in queuing conditions.

- ▶ The Average Queue Length (m): the average length of 2 minutes maximum queue observed
- ▶ Storage Block Time (%): the percentage of time that the upstream end of the queue is blocked by vehicles ahead of it
- ▶ Queuing Penalty (veh.): approximately how many vehicles are affected by a blockage per hour. It is calculated by the estimated traffic volume in the lane multiplied by the percentage of time during the simulation period that the lane is blocked ^[1]
- ▶ Total Delay per Vehicle (s): total delay measures the difference in travel time at a lower speed compared with the travel time at the free-flow speed. Total delay includes control delay. Total delay per vehicle is the total delay divided by the number of vehicles ^[2]

3.3 CALIBRATED ANALYSIS RESULTS FOR MT. FOREST DR & MAIN ST N

The base condition models the existing conditions during the peak hour. In existing conditions, the westbound approach does not have lane markings indicating a dedicated left and right turn lane. However, on-site observations showed that right turning vehicles use the available width to pass waiting left turning vehicles. This space was available due to a large curb radius, and if the left bound vehicle queue is longer than two vehicles, right turning vehicles are blocked from passing. The model was adjusted to assume a 4.0m right turning storage for a dedicated right turn, to accommodate this driver behavior. The analysis

^[1] University of New Mexico, Department of Civil Engineering. January 2011. *Queue Length Modeling*.

^[2] Federal Highway Administration, U.S. Department of Transportation. February 2017. *Traffic Analysis Toolbox Volume VI: Definition, Interpretation, and Calculation of Traffic Analysis Tools Measures of Effectiveness*.



results for the existing conditions at the intersection of Mt Forest Drive and Main Street North for weekday PM and Saturday peak hours are presented in Table 3-3 and Table 3-4 respectively. The full SimTraffic analysis results are provided in Appendix C.

Table 3-3: Existing PM Peak Hour Traffic Operation Analysis with Short Right-turn Storage Length

Movement	Westbound Left	Westbound Right	Southbound Left
Avg. Queue (m)	21.4	9.2	5.3
Storage Block Time (%)	32	9	-
Queuing Penalty (veh)	26	8	-
Total Delay/Veh (s)	14.9	7.3	4.2

Table 3-4: Existing Saturday Peak Hour Traffic Operation Analysis with Short Right-turn Storage Length

Movement	Westbound Left	Westbound Right	Southbound Left
Avg. Queue (m)	10.6	7.2	5.5
Storage Block Time (%)	23	8	-
Queuing Penalty (veh)	12	7	-
Total Delay/Veh (s)	12.4	9.2	5.0

The existing condition scenario shows that the PM conditions experience more traffic than the Saturday conditions. The westbound left PM peak hour traffic results indicate that the westbound left-turn movement experiences average queues of 21.4m (~4 vehicles) during weekday PM peak hour and that left turning vehicles are blocked approximately one-third of the time. The average delay that each vehicle experiences is approximately 14.9 seconds. It is observed from field observations that the westbound approach experiences a maximum queue of 6 vehicles during the weekday PM peak hour for the westbound approach, which is approximately 36m.

These results show that during the PM peak hour, there are periods of congestion impacting westbound vehicles exiting the retail uses on Mount Forest Drive. It should be noted that this level of delay is common for left turns at an unsignalized intersection of a major and minor road. However, there are potential improvements that could reduce vehicle queues and delays on the Mount Forest leg of the intersection. Two improvements were identified to reduce queues and delay for the westbound movements, which are outlined in the following sections:

Alternative 1: Widen the westbound leg of the intersection to provide a dedicated right turning lane of approximately 20m; and

Alternative 2: Signalize the intersection of Mount Forest and Main Street.

4 ALTERNATIVE 1: LONGER WESTBOUND RIGHT-TURN LANE STORAGE LENGTH

This alternative modified the intersection to expand the available queue for westbound right turning movements lane to 20 metres. This longer queue storage will allow right turning vehicles to bypass the left turn queue, which was noted in the existing conditions analysis to occasionally exceed 20m in the PM peak hour. The sensitivity analysis simulation results are presented in Table 4-1 and Table 4-2. The full SimTraffic analysis results are included in Appendix C.



Table 4-1: Existing PM Peak Hour Traffic Operation Analysis with Longer Right-turn Storage Length

Movement	Westbound Left	Westbound Right	Southbound Left
Avg. Queue (m)	16.4	13.1	5.3
Storage Block Time (%)	3	1	-
Queuing Penalty (veh)	2	0	-
Total Delay/Veh (s)	14.4	5.1	4.2

Table 4-2: Existing Saturday Peak Hour Traffic Operation Analysis with Longer Right-turn Storage Length

Movement	Westbound Left	Westbound Right	Southbound Left
Avg. Queue (m)	10.6	6.7	5.5
Storage Block Time (%)	0	0	-
Queuing Penalty (veh)	0	0	-
Total Delay/Veh (s)	12.4	7.7	5.0

The SimTraffic results show a significant reduction in the storage blockage time, meaning that separation of right-turning vehicles from the left-turning vehicles waiting in queue would improve the overall blockage condition at the westbound leg. The westbound left-turn lane storage block time reduced from 32% of the time to 3% during the weekday PM peak hour, and improved from blocked at 23% of the time to no blockage during the Saturday peak hour. The increase of the westbound right-turn storage length does not impact the operation of the southbound movement, as the simulation results are consistent with the base condition for the southbound movement.

The construction of a dedicated right turn lane with 20 metres storage length would fall under a Schedule A+ Class EA process. This is a pre-approved class of project and would require notification of construction to the public.

5 ALTERNATIVE 2: SIGNALIZED INTERSECTION

The intersection of Main Street and Mount Forest Drive is currently unsignalized. Based on the September 2018 traffic data collected, the intersection meets the warrant for signalization based on delay to the minor volume traffic in the Saturday volumes, but does not meet any other criteria. The Signal Warrant analysis output is provided in Appendix D.

To further review the impacts of signalization of the intersection, the intersection was modeled in SimTraffic. Signal timing plans were estimated for the intersection, based on the nearby intersection at Sligo Road East and Main Street. The signalized intersection simulation results during the weekday PM and Saturday peak hours are presented in Table 5-1 and Table 5-2 respectively, and the full SimTraffic analysis results are provided in Appendix C.

Table 5-1: Existing PM Peak Hour Traffic Operation Analysis with a Signalized Intersection Control

Movement	Westbound Left	Westbound Right	Northbound Through-right	Southbound Left	Southbound Through
Avg. Queue (m)	17.4	8.3	29.0	10.1	39.4
Storage Block Time (%)	28	6	-	-	5
Queuing Penalty (veh)	23	5	-	-	1
Total Delay/Veh (s)	13.4	10.9	9.0	13.6	12.1



Table 5-2: Existing Saturday Peak Hour Traffic Operation Analysis with a Signalized Intersection Control

Movement	Westbound Left	Westbound Right	Northbound Through-right	Southbound Left	Southbound Through
Avg. Queue (m)	12.1	6.9	25.5	5.5	24.7
Storage Block Time (%)	26	5	-	-	-
Queuing Penalty (veh)	13	5	-	-	-
Total Delay/Veh (s)	19.6	7.3	8.7	10.4	7.9

The SimTraffic results for the signalized intersection show some improvement to the vehicle queues for the westbound approach compared to the existing unsignalized intersection. However, introducing a signal would increase delays and queues for the northbound and southbound traffic volumes and the analysis shows increased delay for all movements. In addition, the signalized intersection of Sligo Road East and Main Street North is 220m south of the subject intersection, which does not meet MTO standards for preferred distances between coordinated signalized intersections. The minimum distance between signalized intersections set out by MTO is 215m, with a preferred distance of 415m for coordination. Therefore, signalization is not recommended for the intersection of Mount Forest and Main Street.

6 CANADIAN TIRE TRAFFIC

While this study utilized existing traffic only for analysis purposes, it was noted that the Canadian Tire being constructed at the north-east corner of the intersection of Mt Forest and Main St North is near completion. The store is expected to increase the number of trips generated and attracted to this location. Based on the Transportation Impact Study completed by LEA in 2015 for the Canadian Tire, the majority of trips will travel through the Main St North and Mt Forest intersection, with approximately 74 PM trips (45 left, 29 right) and 102 Saturday trips (56 left, 46 right) assigned to the westbound leg.

Given this increase, the westbound leg of Mt Forest and Main Street North is likely to experience similar if not longer queues than in existing conditions. Providing additional width at the intersection would allow for right-turning vehicles to queue separately from the left turning vehicles, reducing queue and delay times.

7 CONCLUSION AND RECOMMENDATIONS

LEA Consulting was retained to consider traffic volume movements and review the intersections at Main Street North at Mt Forest Drive and Industrial Drive, in Mount Forest, Ontario. In particular, LEA was informed that the westbound movements at the subject intersection of Mt Forest Drive and Main Street experiences some congestion during peak hours. LEA collected traffic data at the subject intersections during the average PM and Saturday peak hours and conducted a SimTraffic analysis. Through the calibration of a model to existing conditions and a review of traffic operations, it was determined that the westbound volumes experience blockage approximately one third of the time in peak traffic. With a newly constructed Canadian Tire store, located on Mt Forest Drive opening in Spring 2019, the westbound volumes and queues are expected to increase.

While the observed level of delay experienced by the traffic is typical for an unsignalized intersection during peak hours, there are potential improvements available to the Township of Wellington North. LEA considered two alternatives with the potential to improve westbound queues at Mt Forest Drive. Alternative 1 considered extending the right turning storage length within the available right-of-way to a



length of 20m. This was found to provide dedicated space for right-turning vehicles to bypass the left turning queue and reduce overall delay for the movements. Providing a right turn lane of approximately 20m will reduce and potentially eliminate blockage of westbound traffic in the peak hours.

Alternative 2 considered converting the Mt Forest Drive intersection to a signalized control. The MTO warrant requirements were not met in the majority of cases and there was little benefit noted to the operations of the intersection. Additionally, the intersection is not a good candidate for signalization due to the proximity to the signalized intersection at Sligo Drive.

Therefore, Alternative 1 represents the preferred improvement option. Should the improvement be desired, it is recommended that a detailed design be prepared to widen the pavement of the westbound leg of Mount Forest drive, to provide a dedicated left and right turn lane for approximately 20m. This will improve traffic operations and reduce queues at the intersection.

Should you have any questions regarding the traffic operation analysis result presented in this letter, please do not hesitate to contact Kelsey Waugh at 416-572-1793 or kwaugh@lea.ca.

Yours truly,

LEA CONSULTING LTD.

Kelsey Waugh, P.Eng., RSP1
Transportation Engineer



NOTICE OF THE PASSING OF EDUCATION DEVELOPMENT CHARGES BY-LAWS



On the 15th day of May, 2019, Upper Grand District School Board and Wellington Catholic District School Board each passed Education Development Charges By-laws under Section 257.54 of the Education Act. Upper Grand District School Board passed Education Development Charges By-law, 2019 (Wellington County) which applies to the residential development of land in the County of Wellington including the City of Guelph and Education Development Charges By-law, 2019 (Dufferin County) which applies to the residential development of land in the County of Dufferin. Wellington Catholic District School Board passed Education Development Charges By-law 2019-01 which applies to the residential development of land in the County of Wellington including the City of Guelph.

Any person or organization may appeal any or all of the By-laws to the Local Planning Appeal Tribunal (formerly the Ontario Municipal Board) under Section 257.65 of the Act by filing with the Secretary of the applicable School Board on or before the 24th day of June, 2019, a notice of appeal setting out the objection to the By-law(s) and the reasons supporting the objection.

The By-laws come into force on May 20, 2019. The education development charges imposed under the By-laws are set out below:

	Region	Current 100% Residential Rate	Calculated 100% Residential Rate	Year 1 May 20, 2019 to May 19, 2020	Year 2 May 20, 2020 to May 19, 2021	Year 3 May 20, 2021 to May 19, 2022	Year 4 May 20, 2022 to May 19, 2023	Year 5 May 20, 2023 to May 19, 2024
UGDSB	County of Dufferin	\$832	\$2,734	\$1,132	\$1,432	\$1,732	\$2,032	\$2,332
UGDSB	County of Wellington (incl. City of Guelph)	\$1,567	\$2,222	\$1,867	\$2,167	\$2,222		
WCDSB	County of Wellington (incl. City of Guelph)	\$317	\$619	\$617	\$619			

Subject to limited exemptions, education development charges are imposed on all residential development of lands in the County of Dufferin and the County of Wellington. Accordingly, a key map showing the location of the lands subject to the By-laws is not provided.

Copies of the complete By-laws are available for examination in the offices of the Upper Grand District School Board located at 500 Victoria Road North, Guelph, or on the Board's website at www.ugdsb.ca or Wellington Catholic District School Board located at 75 Woolwich Street, Guelph or on the Board's website at www.wellingtoncdsb.ca.

Notice of a proposed by-law amending the education development charges by-law(s) or the passage of such an amending by-law is not required to be given to any person or organization, other than to certain clerks of municipalities or secretaries of school boards, unless the person or organization gives the secretary of the Board a written request for notice of any amendments to the education development charges by-law and has provided a return address.

Dated at the City of Guelph this 17 day of May, 2019
Martha C. Rogers, Director of Education/Secretary to the Board
Tamara Nugent, Director of Education



Always the 3rd Weekend in July

July 19th, 20th, 21st - 2019

Brought To You By



May 28th, 2019

Township of Wellington North

7490 Sideroad 7 West, PO Box 125

Kenilworth, Ontario

N0G 2E0

Reference: 19th Annual Mount Forest Fireworks Festival

Attention Matt Aston - Director of Operations;

Please accept this letter as our official request for the closing of **Princess St - [section in front of Sports Complex, ending at Cork St. Intersection]** on Friday July 19th, 2019 & Saturday July 20th, 2019, **Main St. (Hwy #6) - [between Queen St. (Hwy #89) and Sligo Rd.]**, **King St. E/W - [between Fergus St. S and Elgin St. S]**, **Durham St W - [between Main St N (Hwy #6) and Foster St]**, and **Cork St. - [between Queen St. (Hwy #89) and Princess St.]** on Saturday July 20th, 2019. Also this year, we are requesting **Princess St - [between Sligo Rd. and Dublin St.]** be closed temporarily to once again facilitate our Soap Box Derby on Sunday July 21st, 2019.

This year once again, we are including a Friday night Demolition Derby event in our festival. In order to accommodate the increased pedestrian traffic around the Sports Complex, we ask that Princess St (Section in front of Sports Complex from Cork St. Intersection) be closed from **5:00pm to 11:59pm on Friday July 19th, 2019**. Emergency vehicle access will be available to the sports complex at manned barricades.

In order to facilitate the annual Classic Car Show, and Royal Canadian Legion Branch 134 Motorcycle Show (King St.), as well as local attractions, we request Main St. (Hwy #6) and King St. E/W to be closed from **6:00am until 4:30pm on Saturday July 20th, 2019**. Birmingham St., Wellington St., and the remaining sections of King St. will remain open to the East and West in order to facilitate Emergency Service Access. We ask that Durham St W from Main St N (Hwy #6) to Foster St be closed for overflow of show cars. Show cars will not be placed any further than Elgin St. N. The section from Elgin St. N to Foster St will be left open for pedestrians and emergency traffic. The Fireworks Festival will provide manned barricades at these intersections to assist with emergency traffic.

As our festival continues to grow bigger each year, the committee recognizes the risk of regular traffic on Cork St. & Princess St. to the people walking on it. In order to make this a safer environment, we request that Cork St. & Princess St. (section in front of Sports Complex) be closed from **5:00am until 11:59pm on Saturday July 20th 2019**. This closure will eliminate vehicular traffic to ensure the safety of those attending and volunteering at our festival. Access to the Mount Forest District Sports Complex and adjacent Fireworks Festival Parking will be available using a marked detour, consisting of both Dublin St. (section from Queen St. (Hwy #89) to Princess St.), and Princess St. (section from Dublin St. to Cork St.). Emergency vehicle access will also be available at the Cork St. / Queen St. intersection if necessary by means of manned barricade.

This year we have once again decided to run our Soap Box Derby. For this, we ask that Princess St. be closed from Cork St. to Dublin St. from **11:00am until 3:00pm on Sunday July 21st, 2019**. While our race will only run approximately from 12pm until 2pm, this timeframe will allow for a safe and thorough cleanup of the race track for both motorists and volunteers,

Please contact me if there are any other details required from us. We look forward to hearing from you regarding our requests.

Thank you,

Josh Kestner, Operations Chair

On behalf of the 19th annual Mount Forest Fireworks Festival Committee

ARTHUR MERCHANTS FAST BALL ASSOCIATION**DARCY'S 23st ANNUAL 3-PITCH TOURNAMENT; JULY 26 & 27, 2019**

JUNE 7, 2019

ATTENTION

Municipal Clerk- Wellington North

7490 Sideroad 7 West, Box 125, Kenilworth. ON N0G 2E0

This memo requests the approval of the Arthur Ball Diamonds and Pavilion for the 23nd annual Darcy's 3-Pitch Tournament to be held July 26 and 27, 2019.

Games planned begin at 5pm on July 26 and are expected to be finished by 1am on the July 27.

Bar and entertainment will be at the Optimists Club Pavilion and Serving Area located at the Community Centre.

Please contact Roger Deming at 519-993-7388 if further information is required.

Regards,



Roger Deming

parking lot or the community hall if inclement weather.

DATE(s) OF EVENT:

Thursday July 18th, 2019

START & END TIME ON LIQUOR LICENSE:

6:00 p.m. to 9:00 p.m. Thursday July 18th, 2019.

LOCATION OF ALCOHOL AT EVENT: East parking lot of the Mount Forest Sports Complex

NUMBER OF ATTENDEES/DAY BRIEF DESCRIPTION OF EVENTS: It will be an amateur rib competition to kick off the Fireworks Festival. Ribs will be prepared from scratch or finished, as per competitor's wish.

Last year, we had approximately 300 attendees with an unknown but significant number of people turned away at the door. We are planning on 500 attendees this year and 10 competitors. We have ordered 700 racks. (Each rack has 8 bones.)

This will be a competition – we invite the public and a small team of “celebrity judges” to select winners of various categories. The idea is to promote a fun competition – proceeds will go to a charity like cancer patient service and / or youth sports.

A dinner plate is offered for approximately \$15 – half a rack (4 bones), baked potato, coleslaw, beverage (juice / water), and dessert. In the alternative, attendees can elect for 4 tasters (2 bones / taster). There will be single taster (2 bones) tickets available for purchase at the event.

The event area will be fenced in and measure approximately

76 000 sq. ft. We plan on 2 supervised gates – one at the south end for competitors and organizer access and a public gate at the north end. The fencing is made up of 8 ft. sections of snow

fencing that we are renting from the Fireworks Committee. The total linear fencing is 800 ft.

There will be live music.

Competitors will be on the gravel section of the parking lot at the "south" end of the fenced in event area.

The Mount Forest Legion will handle the license and bar sales.

Chief Dave is aware of the event and was in attendance last year. We anticipate his attendance again this year.

Bill Walker was an active member of the Mount Forest community. He passed away in August 2017 from cancer. Bill inspires this event. We welcome the community to celebrate other hometown heroes alongside Bill as this event grows.

"A.Leigh" _____

Signature

Date June 14th, 2019

FASKEN

Fasken Martineau DuMoulin LLP
Barristers and Solicitors
Patent and Trade-mark Agents

55 Metcalfe Street, Suite 1300
Ottawa, Ontario K1P 6L5
Canada

T +1 613 236 3882
+1 877 609 5685
F +1 613 230 6423

fasken.com

MEMORANDUM

To: Council

From: Guy Giorno
Integrity Commissioner

Date: June 13, 2019

Re: Special Report: Process for providing advice to Members

This special report deals with an issue that has arisen in several municipalities as a result of one of the Bill 68 amendments to the *Municipal Act*. It is being provided simultaneously to all municipalities that have appointed me as Integrity Commissioner (except those where this issue does not arise or has already been addressed).

Context

Since March 1, the responsibilities of an Integrity Commissioner under subsection 223.4 (1) of the *Municipal Act* have included:

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.

Subject to Part V.1 of the Act, in carrying out the above responsibilities, the Commissioner may exercise such powers and shall perform such duties as may be assigned to him or her by the municipality.¹

The Act states that a request for advice under the above provisions must be made in writing.² If the Integrity Commissioner provides advice in response to a request then the advice must also be in writing.³

The giving of written advice is subject to section 223.5 of the Act, which provides, in part, as follows:

¹ Subsection 223.3 (2).

² Subsection 223.3 (2.1).

³ Subsection 223.3 (2.2).

FASKEN

- (1) The Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under [Part V.1 of the Act].
- ...
- (2.1) Advice provided by the Commissioner to a member under paragraph 4, 5 or 6 of subsection 223.3 (1) may be released with the member's written consent.
- (2.2) If a member releases only part of the advice provided to the member by the Commissioner under paragraph 4, 5 or 6 of subsection 223.3 (1), the Commissioner may release part or all of the advice without obtaining the member's consent.
- (2.3) The Commissioner may disclose such information as in the Commissioner's opinion is necessary, (a) for the purposes of a public meeting under subsection 223.4.1 (8); (b) in an application to a judge referred to in subsection 223.4.1 (15); or (c) in the written reasons given by the Commissioner under subsection 223.4.1 (17). [These subsections are part of the process for an Integrity Commissioner inquiry into whether a member has contravened the *Municipal Conflict of Interest Act*.]

In summary, the Integrity Commissioner cannot, except in specific, narrow circumstances, disclose the advice that has been given to a Member.

The same restriction does not apply to a Member. The written advice is for use in the Member's discretion. The Member is not required to share the advice with the municipality or with anyone else. On the other hand, the Member may choose to share the advice with anyone and even to make it public.

Issue

As Integrity Commissioner, I supply the municipality with statements of account that list the dates on which Integrity Commissioner services were provided and, without breaching confidentiality, briefly describe the nature of services.

It is my practice to assign a file number to each request for advice (RFA), based on the year and the order in which requests are received. For example: RFA-2019-02 (Name of Municipality). These file numbers are mentioned in the statements of account.

The statement of account reports the amount of time spent considering and responding to each request for advice (for example, 0.4 hours). In order to respect confidentiality, the statement of account does not identify the topic or nature of the request for advice, name the Member, or disclose the advice.

The obvious challenge is that a municipality must (for reasons of accountability) be able to confirm that the services described on a statement of account were provided, and the Integrity Commissioner should enable this accountability without breaching the confidentiality demanded by the *Municipal Act*.

FASKEN

In my view, one solution is for Council to direct the Integrity Commissioner to include in the statement of account the name of the Member who requested advice, provided that no information about the request or the advice is disclosed.

I believe that this solution balances the statutory imperative of confidentiality with Council's authority, under subsection 223.3 (2), to assign duties that the Integrity Commissioner must perform while carrying out the responsibilities for requests for advice under paragraphs 4, 5 and 6 of subsection 223.3 (1).

This solution would permit a municipality to ask a Member to confirm that services were performed (*i.e.*, that a request for advice was considered and addressed). A municipality could not, of course, ask a Member what the request or the advice was about. Confirmation that advice was requested and provided would suffice.

Some municipalities publish all invoices as public documents. Whether the name of the Member could or should be redacted before the statement of account is published is beyond the scope of this special report. A municipality may wish to consult its solicitor.

Recommendation

If Council wishes then it should direct the Integrity Commissioner to include in the relevant statement of account the surname⁴ of the Member who made a request for advice under paragraph 4, 5 or 6 of subsection 223.3 (1) of the *Municipal Act*, provided that confidentiality is maintained and the Integrity Commissioner reveals no information about the nature of the request or the content of the advice.

Respectfully submitted,



Guy Giorno
Integrity Commissioner

⁴ Where a surname is insufficient to identify a Member the full name would be used.

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

BY-LAW NUMBER 057-19

**BEING A BY-LAW TO PROVIDE FOR THE REPAIR OF DRAIN NO. 9,
MAIN**

WHEREAS, the Township of Wellington North is required to undertake such repairs in accordance with Section 74 and Section 75 of the Drainage Act, RSO 1990;

AND WHEREAS the work done is:

*Ditch cleanout and spoil levelling of the Main Drain and Branch B in Lot 15,
Concession 1 to Lot 12, Concession 2 of West Luther Geographical Township*

AND WHEREAS, the actual cost of the drainage work is \$2,544.00;

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, prorate with the last revised schedule of assessment for the respective drain;

AND WHEREAS the last revised schedule of assessments to be used for maintenance of the various drains is contained in a report by Gamsby and Mannerow Limited dated September 30th, 1969 File no. D-112 adopted by By-law 1017

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

1. **THAT** the an actual costs of repair shall be prorated as outlined in Appendix "A" attached hereto and forming part of this By-law.
2. **THAT** this By-law shall come into force and take effect upon the final passage hereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
24th DAY OF JUNE, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**SCHEDULE OF ASSESSMENT
BYLAW NO. 1017
WEST LUTHER DRAIN # 9, MAIN DRAIN REPAIR
Twp of Wellington North**

Con	Lot	Roll No.	Ha Affect	1969 Owner	Current Owner	1969 Total	Assess		
							Current Assess	1/3 Grant	After Grant
WEST LUTHER									
1	S½ 17	14-006	20.24	A. Nairn	D&L Gingich	743.00	150.11	49.61	100.50
1	16	14-007	39.66	J. & C. Brett	Seul Enterprises Ltd	1,770.00	357.60	118.18	239.42
1	Pt N½ 15	14-008	0.85	P. Bazah	write off	29.00	5.86	0.00	5.86
1	N½ 15	14-008-50	9.80	P. Bazah	Seul Enterprises Ltd	339.00	68.49	22.63	45.86
1	S½ 15	14-009	40.47	H. Meinen	Allen Meinen	2,081.00	420.43	138.94	281.49
1	14	14-010	48.16	N. Thomas	Kim Chin-Uk	1,807.00	365.07	120.65	244.42
1	10& E½ 13 Pt 9	14-011	4.05	A. Devenuto	write off	27.00	5.45	0.00	5.45
1	S&W½ 13 Pt 8&9	14-011-10	3.44	P. Devenuto	write off	23.00	4.65	0.00	4.65
1	S½ 13 Pt 7	14-011-20	2.02	A. Gallicchio	write off	14.00	2.83	0.00	2.83
1	S½ 13 Pt 5&6	14-011-30	3.44	A. Barbetta	write off	25.00	5.05	0.00	5.05
1	S½ 13 Pt 3 &4	14-011-80	3.64	L. Klein	write off	27.00	5.45	0.00	5.45
1	N½ 13	14-012	40.47	M. Shajnoha	Cheryl Brubacher	2,480.00	501.04	165.58	335.46
1	12	14-013	13.76	W. Shaw	Elmcreek Farm Holiday	112.00	22.63	7.48	15.15
2	SE ¼ 11&12	14-056	35.21	A. Guard	Gord Murray Shaw	269.00	54.35	17.96	36.39
2	NE ¼ 11&12	14-057	27.92	H. Shaw	Dale Weber	459.00	92.73	30.65	62.08
2	S½ 13	14-059	33.19	O. Benham	Glen J Near	931.00	188.09	62.16	125.93
2	N½ 13	14-060	2.02	L. Densmore	write off	13.00	2.63	0.87	1.76
2	W½ 14	14-061	5.67	L. Densmore	write off	9.00	1.82	0.60	1.22
Total Lands West Luther:						11,158.00	2,254.28	735.31	1,518.97
Kings Hwy No. 9					MTO	548.00	110.71	0.00	110.71
Twp of West Luther Sideroad 12-13						375.00	75.76	0.00	75.76
Twp of West Luther Sideroad 15-16						246.00	49.70	0.00	49.70
C.P.R					CPR	265.00	53.54	0.00	53.54
Total Roads West Luther:						1,434.00	289.72	0.00	289.72
TOTAL ASSESSMENT WEST LUTHER 9:						12,592.00	2,544.00	735.31	1,808.69

* Indicates non-agricultural properties and therefore not eligible for grant.

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

BY-LAW NUMBER 058-19

**BEING A BY-LAW TO PROVIDE FOR THE REPAIR OF DRAIN NO. 9,
BRANCH 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, RSO 1990;

AND WHEREAS the work done is:

Beaver trapping and beaver dam removal on Branch B

AND WHEREAS, the actual cost of the drainage work is \$1,407.40;

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, prorate with the last revised schedule of assessment for the respective drain;

AND WHEREAS the last revised schedule of assessments to be used for maintenance of the various drains is contained in a report by Gamsby and Mannerow Limited dated September 30th, 1969 File no. D-112 adopted by By-law 1017

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

1. **THAT** the an actual costs of repair shall be prorated as outlined in Appendix "A" attached hereto and forming part of this By-law.
2. **THAT** this By-law shall come into force and take effect upon the final passage hereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
24th DAY OF JUNE, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**SCHEDULE OF ASSESSMENT
BYLAW NO. 1017
WEST LUTHER DRAIN # 9, BRANCH B REPAIR
Twp of Wellington North**

Con	Lot	Roll No.	Acre Affected	1969 Owner	Current Owner	1969 Total	Current Assess	1/3 Grant	Assess After Grant
WEST LUTHER									
2		14-055							
2	NE¼ 11	14-056	15.00	H. Shaw	Gord Murray Shaw	34.00	18.11	6.04	12.07
2	SE¼ 11	14-057	2.00	A. Guard	Dale Weber	6.00	3.20	1.07	2.13
2	N½ 12	14-056	54.00	H. Shaw	Gord Murray Shaw	131.00	69.78	23.26	46.52
2	S½ 12	14-057	84.00	A. Guard	Dale Weber	2,078.00	1,106.96	368.99	737.97
2	Pt S½ 12	14-056-60	1.00	A. Guard	write off	2.00	1.07	0.36	0.71
2	S½ 13	14-059	16.00	O. Benham	write off	24.00	12.78	4.26	8.52
2	N½ 13	14-060	5.00	L. Densmore	write off	7.00	3.73	1.24	2.49
Total Lands West Luther:						2,282.00	1,215.63	405.21	810.42
Twp of West Luther Sideroad 12-13						206.00	109.74	0.00	109.74
C.P.R						154.00	82.04	0.00	82.04
Total Roads West Luther:						360.00	191.77	0.00	191.77
TOTAL ASSESSMENT WEST LUTHER 9 BRANCH B REPAIR:						2,642.00	1,407.40	405.21	1,002.19

* 2018 repair/beaver trapping under the \$500 OMAFRA grant threshold.

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

BY-LAW NUMBER 059-19

**A BY-LAW TO AMEND BY-LAW 053-19 BEING A BY-LAW TO
SET THE RATES FOR 2019 TAXATION AND TO PROVIDE FOR
THE COLLECTION THEREOF.**

WHEREAS the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law 053-19

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

1. That there shall be levied and collected upon the whole assessment for real property, according to the last certified assessment roll, the rates of taxation for the year 2019 as set out below;

Property Class	Own Purpose	County	Education	Total
Res/Farm	.00481749	.00617506	.00161000	.01260255
Res – Shared	.00481749	.00617506	.00161000	.01260255
Multi-Res	.00915323	.01173261	.00161000	.02249584
New Multi Res	.00529924	.00679257	.00161000	.01370181
Commercial - full	.00718288	.00920701	.00962131	.02601120
Commercial - excess	.00718288	.00920701	.00962131	.02601120
Commercial - vacant	.00718288	.00920701	.00962131	.02601120
Commercial – Small Farm Business	.00718288	.00920701	.00257500	.01896489
Industrial - full	.01156198	.01482014	.01290000	.03928212
Industrial - excess	.01156198	.01482014	.01290000	.03928212
Industrial - vacant	.01156198	.01482014	.01290000	.03928212
Industrial Hydro	.01156198	.01482014	.01290000	.03928212
Industrial-Small Farm Business	.01156198	.01482014	.00257500	.02895712
Landfill – PIL	.00715879	.00917614	.00859622	.02493115
Large Industrial	.01156198	.01482014	.01290000	.03928212
Large Indust Excess	.01156198	.01482014	.01290000	.03928212
Pipeline	.01083935	.01389388	.01290000	.03763323

Farmlands	.00120437	.00154376	.00040250	.00315063
Managed Forests	.00120437	.00154376	.00040250	.00315063
New Const Industrial	.01156198	.01482014	.01030000	.03668212
New Const Industrial Excess	.01156198	.01482014	.01030000	.03668212
New Const Industrial Small Farm Business	.01156198	.01482014	.00257500	.02895712
New Const Comm	.00718288	.00920701	.00962131	.02601120
New Const Comm Excess	.00718288	.00920701	.00962131	.02601120
New Const Comm Small Farm Business	.00718288	.00920701	.00257500	.01896489

16. This by-law shall come into force on and take effect upon its final passing.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF JUNE, 2019.***

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 060-19

BEING A BY-LAW TO AMEND BY-LAW NUMBER 058-16 BEING A BY-LAW TO ESTABLISH BUSINESS LICENSING REGULATIONS RELATED TO BUSINESS LICENSING IN THE TOWNSHIP OF WELLINGTON NORTH

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH DEEMS IT EXPEDIENT TO AMEND BY-LAW 058-16:

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:

THE Council of the Corporation of the Township of Wellington North enacts as follows:

Remove from Section 2 Definitions:

Temporary Vendor means a trade or occupation for the sale of goods on a one time basis and or the display of samples, patterns or goods for the purposes of sale or hire for on a short term basis, not exceeding two consecutive days, no more than four times per year;

Temporary Vendor Operator means the owner of a temporary business;

Amend Section 3.1 Exemptions FROM:

Minor sports organizations, local service clubs and organizations, youth activities and clubs, school fundraisers, religious organizations and events held in conjunction with the municipality are exempt from the requirements of the by-law.

TO:

Minor sports organizations, local service clubs and organizations, youth activities and clubs, school fundraisers, religious organizations and events held in conjunction with the municipality and or events that are deemed municipality significant under the Alcohol and Gaming Commission of Ontario are exempt from the requirements of the by-law.

Amend Section 5.1 Licensing Requirements FROM:

A license shall be obtained by a person or corporation prior to operating a Food Vehicle or Stand, Temporary Vendor or placing a Donation Box.

TO:

A license shall be obtained by a person or corporation prior to operating a Food Vehicle or Stand, Door to Door Sales or placing a Donation Box.

Amend Section 5.6 Licensing Requirements FROM

Operators of Food Vehicles or Stands and Temporary Vendors shall provide proof of insurance deemed acceptable by the Licensing Officer with a minimum insurance coverage of two million dollars (\$2,000,000) against loss or damage. The proof of insurance shall include a provision that the Licensing Officer will be given at least ten days notice in writing from the insurance company of any cancellation, expiration or variation in the policy.

TO:

Operators of Food Vehicles or Stands, Door to Door Sales and Donation Box Operators shall provide proof of insurance deemed acceptable by the Licensing Officer with a minimum insurance coverage of two million dollars (\$2,000,000) against loss or damage. The proof of insurance shall include a provision that the Licensing Officer will be given at least ten days notice in writing from the insurance company of any cancellation, expiration or variation in the policy.

Amend Section 12.2 Penalty FROM

If a Donation Box Operator is found to be in contravention of the by-law, the Donation Box will be removed and the Donation Box Operator shall be liable to pay the Township the cost to remove the Donation Box as an administrative penalty.

TO:

If a Donation Box Operator is found to be in contravention of the by-law, on written notice by the municipality, the property owner who issued permission for the siting of the Donation Box on private property shall within 7 days, remove the Donation Box at the property owner's expense.

If a property owner does not remove a donation box within 7 days of receiving written notice, the municipality will remove the Donation Box and add the cost of removal to the property taxes.

EFFECTIVE DATE

This by-law shall come into force and effect on its passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF JUNE, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 061-19

BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

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 4 to By-law 66-01 is amended by changing the zoning on lands described as Lot 20, WOSR Division 3 & 4, as shown on Schedule "A" attached to and forming part of this By-law from **Residential Exception (R1A-93)** to
 - **Holding Residential Exception ((H)R1A -93)**
 - **Open Space Exception (OS-93)**

2. THAT Section 33, Exception Zone Rural, is amended by deleting the text in site specific zone 33.93–R3-93 and replacing it with the following new exception:

33.93 Lot 20, WOSR Division 3 & 4	R1A-93 (H)R1A-93 OS-93	1) Notwithstanding any other section of the by-law to the contrary, the lands zoned R1A-93 may also be permitted one accessory dwelling unit. Such unit may be located within the main residence or within a building or structure ancillary to the main residence on the lot, and shall be subject to the following regulations: <ol style="list-style-type: none"> a) The minimum lot area required in this zone shall be 0.5 acres (0.2 ha). b) accessory dwelling units within an accessory building must be located on the second storey of the detached building. c) Notwithstanding Section 6.1.3 a) the height of an accessory building or structure may be a maximum of 6.1 m (20 ft) for the purposes of an accessory dwelling unit on the second storey only. Otherwise the accessory structure must meet the maximum height of 4.57m (15 ft). d) That one additional parking space is provided for the accessory unit
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		<p>2) Notwithstanding any other section of the by-law to the contrary, the lands zoned R1A-93(H) shall be subject to the following regulations:</p> <p style="padding-left: 40px;">a) Council may pass a by-law removing the holding symbol from the lot once it is satisfied that the use or ownership of the property can be determined.</p> <p>3) Notwithstanding any other section of the by-law to the contrary, the lands zoned OS-93 may only be used for a passive park and storm water management facility.</p>
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3. 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.
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 24TH DAY OF JUNE 2019.

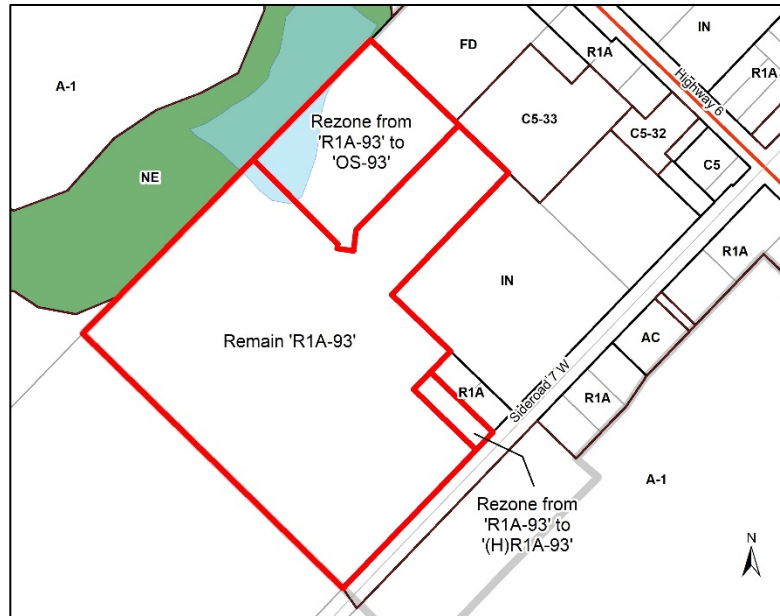
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 061-19

SCHEDULE "A"



This is Schedule "A" to By-law 061-19

Passed this 24th day of June 2019

MAYOR

CLERK

EXPLANATORY NOTE**BY-LAW NUMBER 061-19**

LOCATION of the subject lands is described as Lot 20, WOSR Division 3 & 4 and are located in Kenilworth. The lands subject to the amendment are 51.59 ac. (20.88 acres) in size.

PURPOSE AND EFFECT of the proposed amendment is to amend existing Residential Site Specific (R1A-93) zone on the subject lands to permit an accessory apartment within the proposed main dwelling or within a detached accessory structure. The applicants are also requesting to permit an increased height for the accessory structures in order to accommodate the accessory apartments. The amendment will also address the lands within the draft approved subdivision that are to be used for SWM facilities and park area. This zone amendment is required as a condition of draft plan approval.



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

Our Cultural Moment this month celebrates The Wellington North Day Camp Program

Submitted by Mandy Jones & Meghan Karrow (Day Camp Coordinator):

On July 2nd, 2019, the Township of Wellington North will relaunch its Summer Day Camp Program. The Program will run for a total of eight weeks and will be offered in both Arthur and Mount Forest for ages 5 to 11 years. Campers, volunteers and staff will look forward to activities and special guests that reflect the eight weekly themes:

- Week 1: School's Out for the Summer
- Week 2: The Amazing Race & Greatest Baker
- Week 3: Arts & Science
- Week 4: Make a Splash - Wet n' Wild
- Week 5: Music Makers
- Week 6: Emergency Services
- Week 7: Holiday Celebrations
- Week 8: The Best of the Best"

With a focus on partnerships within our community, guest visitors will include the Wellington North Fire Department, Wellington County Libraries, University of Guelph Let's Talk Science, local musicians and agricultural societies. Daily activities will include plenty of outdoor fun, arts and crafts, sports, hiking, science experiments and baking.

The Counsellor to Camper ratio is 1:8, ensuring a safe and fun space for all. All staff are trained in Standard First Aid and CPR C, Anaphylaxis, Accessibility for Ontarians with Disabilities Act, as well as HIGH FIVE® Principles of Healthy Child Development - Canada's quality standard for children's programs.

As the Summer Day Camp aims to be an inclusive program, staff, volunteers and campers will be using Camps on TRACKS, which is a peer-mediated social skills program designed to increase social interactions and inclusion. It is implemented by teaching peers the skills they need to interact with campers, in order to make camp a fun and rewarding experience for all (Sperry et al., 2010). Camps on TRACKS is named for the skills that are taught to peers in a child-friendly acronym. These six components in the Camps on TRACKS program provide peers with strategies to interact with campers with social challenges.

1. Try Again (Persistence)
2. Right Thing (Correcting)
3. Assist (Prompting)
4. Congratulate (Reinforcement)
5. Keep Trying (Persistence)
6. Show (Modelling)

There are many benefits of camp, from providing a safe environment to learn, grow and develop, to fostering self confidence, independence, healthy living, and environmental awareness. The Township of Wellington North is looking forward to providing children in our community with this awesome summer experience!



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

BY-LAW NUMBER 062-19

**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 JUNE
24, 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 June 24, 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 24TH DAY OF JUNE, 2019.**

**ANDREW LENNOX,
MAYOR**

**KARREN WALLACE,
CLERK**