

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL
AUGUST 26, 2019 @ 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER – Councillor Hern

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the August 26, 2019 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

O ' CANADA

PRESENTATION

- Chevonne Wright: Cultivating the Next Generation

001

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 August 26, 2019 for the purpose of holding a Public Meeting under the Planning Act:

- Clarence and Verna Martin, Zoning By-law Amendment

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the August 26, 2019 Regular Meeting of Council.

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETINGS

1. By-law Number 076-19 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Part Lot 19, Concession 6, geographic Township of Arthur, civic address of 7409 Sideroad 7 West – Clarence and Verna Martin)

009

Recommendation:

THAT By-law Number 076 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Part Lot 19, Concession 6, geographic Township of Arthur, civic address of 7409 Sideroad 7 West – Clarence and Verna Martin)

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- Regular Meeting of Council, August 12, 2019

013

Recommendation:

THAT the minutes of the Regular Meeting of Council held on August, 12, 2019 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

DEPUTATIONS

Andy Tarc

021

- Request for exemption of \$2,000.00 road deposit for damages fee

- Christina Cook 022
- Request for Council to take steps to enhance or pass a new by-law prohibiting light intrusion

ITEMS FOR CONSIDERATION

1. PLANNING

- a. Planning Report prepared by Michelle Innocente, Senior Planner, dated August 21, 2019, regarding Proposed Draft Plan of Subdivision – 23T-18007, Domville Street, Arthur, Preliminary Planning Comments (Forest View Estates - Coffey) 024

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive the Planning Report prepared by Michelle Innocente, Senior Planner, dated August 21, 2019, regarding Proposed Draft Plan of Subdivision – 23T-18007, Domville Street, Arthur, Preliminary Planning Comments (Forest View Estates - Coffey)

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North support the proposed plan of subdivision and related conditions of draft plan approval for 23T-18007, Domville Street, Arthur, (Forest View Estates - Coffey)

2. BUILDING

- a. CBO 2019-14 Building Permit Review Period Ending July 31st, 2019 034

Recommendation:

THAT Council of the Corporation of Township of Wellington North receive Report CBO 2019-14 being the Building Permit Review for the period ending July 31st, 2019.

3. FINANCE

- a. Cheque Distribution Report, August 21, 2019 036

Recommendation:

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

4. ECONOMIC DEVELOPMENT

- a. Report EDO 2019-022 Wellington North Business Improvement Area 039

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive for information Report EDO 2019-022 dated August 26th, 2019 being a report on Wellington North Business Improvement Areas (BIA).

5. OPERATIONS

- a. Report OPS 2019-013 being a report about traffic safety along Frederick St. W., Francis St. and Edward St. 042

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2019-013 being a report about traffic safety along Frederick St W, Francis St and Edward St.

- b. Report OPS 2019-014 being a report on the South Water Street Sanitary Pumping Station Design 044

Recommendation:

THAT the Council of the Township of Wellington North receive for information Report OPS 2019-014 being a report on the South Water Street Sanitary Pumping Station Design;

AND FURTHER THAT Council direct staff to move \$80,000 from Development Charges to a capital project to fund the design of the South Water Sanitary Pumping Station design.

6. ADMINISTRATION

- a. Report CLK 2019-030 Silver Fox Distillery Manufacturer's "By the Glass" liquor license application 046

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive Report CLK 2019-030 being a report on Silver Fox Distillery Manufacturer's "By the Glass" liquor license application;

AND FURTHER THAT Council supports the application of Silver Fox Distillery for a Manufacturer's "By the Glass" Limited Liquor Sales Licence to be located at 7999 Wellington County Rd 109, Arthur, ON N0G 1A0.

- b. Report HR 2019-003 Employee Service Awards and Retirement Recognition Program 048

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive for information HR 2019-003 being a report on Employee Service Awards and Retirement Recognition Program;

AND FURTHER THAT Council adopt the Employee Service Awards and Retirement Recognition Program and associated policy.

7. COUNCIL

- a. Susan O'Neill, #GetInTouchForHutch Committee, correspondence dated August 21, 2019 requesting support for a proposed "Get In Touch For Hutch – Front Porch Festival" 055

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive correspondence dated August 21, 2019 from Susan O'Neill, #GetInTouchForHutch Committee, requesting approval for a proposed "Get In Touch For Hutch – Front Porch Festival";

AND FURTHER THAT Council support the proposed "Get In Touch For Hutch – Front Porch Festival" to be held on Saturday, June 20, 2020.

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 August 26, 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 075-19 being a by-law to repeal By-law 110-18 being a by-law to authorize tax exemption for the properties of the Royal Canadian Legion Branch 226 in Arthur and Branch 134 in Mount Forest 056

Recommendation:

THAT By-law Number 075-19 be read a First, Second and Third time and enacted.

CONFIRMING BY-LAW NUMBER 077-19

057

Recommendation:

THAT By-law Number 077-19 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 August 26, 2019 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of August 26, 2019 be adjourned at __:__.pm.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Labour Day – Office Closed	September 2, 2019	
Recreation & Culture Committee	September 3, 2019	8:30 a.m.
163 rd Arthur Fall Fair	September 5 – 8, 2019	
Regular Council Meeting	September 9, 2019	2:00 p.m.
Joint Economic Development Meeting, Moorefield Community Centre	September 18, 2019	5:00 p.m.
Wellington North Cultural Roundtable	September 19, 2019	12:00 p.m.
Regular Council Meeting	September 23, 2019	7:00 p.m.
Wellington North Culture Days	September 27, 28, 28, 2019	

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

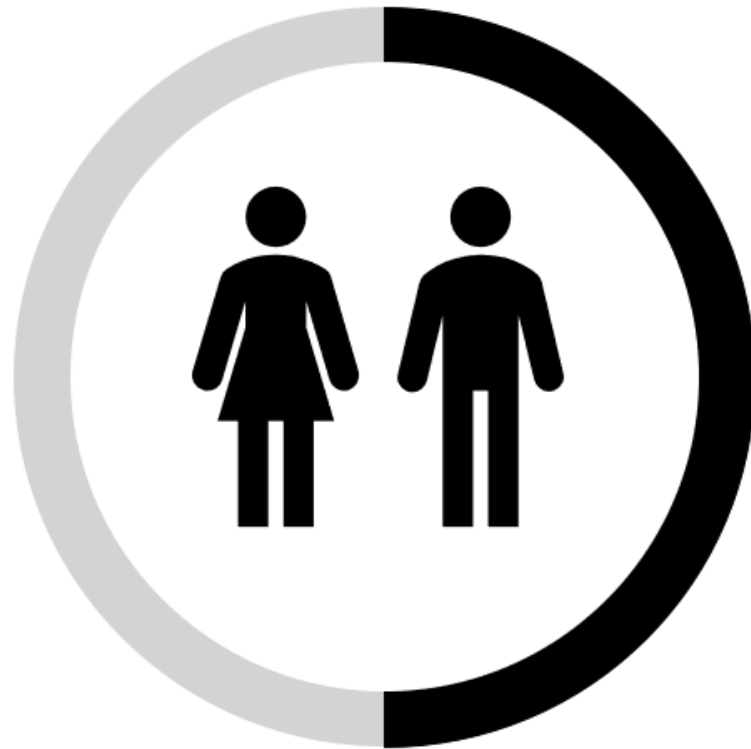
TTY: 1-877-843-0368 Documents in alternate forms – CNIB – 1-800-563-2642



Wellington
NORTH

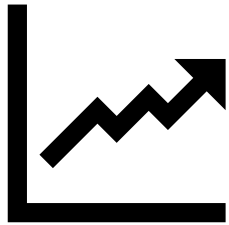
CULTIVATING THE NEXT GENERATION

50% of municipal sector employees are eligible to retire within the next five to ten years



Who's taking their place?

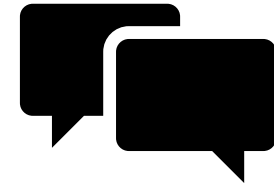




Growth Opportunities



Challenging work



Constant Feedback



Quarterly Check-in

Employee Name:

Department:

Date:

Supervisor:

	Growth Opportunity <i>(the what)</i>	Plan <i>(the how)</i>	Progression / Discussion / Challenges	Date Completed
1				
2				
3				



TEAM MEMBER TO TEAM LEADER



THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 076-19

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 1 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 19, Concession 6 in the Geographic Township of Arthur as shown on Schedule "A" attached to and forming part of this By-law from:

- **Agricultural (A) to Agricultural Exception (A-48)**

2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

33.48	A-48	Notwithstanding any other section of this by-law to the contrary, a Kennel may be permitted in addition to the uses permitted under the Agriculture (A) Zone, and shall operate in accordance with the regulations set out in the Townships Dog Licencing By-law, as amended;
Pt Lot 19, Con 6 7409 Sideroad 7W		

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 26TH DAY OF AUGUST 2019.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 076-19

SCHEDULE "A"

This is Schedule "A" to By-law 076-19



Rezone from Agricultural (A) to Agricultural Exception (A-48)

Passed this 26th day of August 2019

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 076-19

THE LOCATION being rezoned is Part Lot 19, Concession 6, Geographic Township of Arthur, with a civic address of 7409 Sideroad 7 W. The lands subject to the amendment is 22 ha (54.4 ac) in size and is currently zoned Agriculture (A).

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands to permit a Dog Kennel to operate on the subject lands.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING MINUTES OF COUNCIL
AUGUST 12, 2019 @ 2:00 P.M.
CLOSED MEETING SESSION @ 1:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

Members Present:

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

Members Absent:

Councillors: Sherry Burke

Staff Present:

**Chief Administrative Officer: Michael Givens
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Director of Finance: Adam McNabb
Director of Operations: Matthew Aston
Community Recreation Coordinator: Mandy Jones
Chief Building Official: Darren Jones
Economic Development Officer: Dale Small
Human Resources Manager: Chanda Riggi
Summer Student, Admin Support: Leah Shantz**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

RESOLUTION: 2019-216

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Agenda for the August 12, 2019 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION

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

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

(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.

RESOLUTION: 2019-217

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:31 pm that is closed to the public under subsection 239 of the Municipal Act, 2001, specifically:

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board.
 (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.

CARRIED

1. REPORTS

- a) Wellington Power North Strategic Priority Update
- b) Report EDO 2019-021 Industrial Land Sale

2. REVIEW OF CLOSED SESSION MINUTES

- July 8, 2019 – Council meeting

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2019-218

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 2:01 pm.

CARRIED

RESOLUTION: 2019-219

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Power Strategic Priority Update.

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2019-220

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2019-021 being a report on industrial land sale;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2019-221

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of Township of Wellington North approve the Closed Meeting Minutes of the July 8, 2019 – Council meeting

CARRIED

O ' CANADA

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- Regular Meeting of Council, July 22, 2019

RESOLUTION: 2019-222

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the minutes of the Regular Meeting of Council held on July 22, 2019 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL - None**OPEN FORUM**

- Community growth: Pace; restrictions?

Council discussed whether it is better to have controlled growth at a steady pace or to allow faster growth and then expand infrastructure.

Employers want growth to increase their work force. Housing is needed for the increased work force. There is a lot of interest in living and working in our community. Developers are waiting for increased capacity of the Arthur Waste Water Treatment Plant so they can proceed with their developments. If we allow for faster growth the Mount Forest Waste Water Treatment Plant will reach capacity sooner. It takes time and costs to implement changes at the waste water facilities. If growth happens quickly the municipality could run out of infrastructure quickly. Municipalities that have grown quickly have become bedroom communities and there isn't the chance for newcomers to integrate into the community.

Council concurred that controlled steady growth is preferred. It is important to plan for future infrastructure needs. There are financial risks to growing too quickly. By controlling growth, we can control costs. It is important to have a mix of development. Council can give preference to the type of development they see as a higher priority; such as affordable housing or in the downtown core rather than letting the market determine what will be built.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

2a, 5a, 6a, 6b, 7a, 7b, 7c, 8b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2019-223

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT all items listed under Items for Consideration on the August 12, 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 Maitland Valley Conservation Authority, General Membership Meeting #5-19, held on June 19, 2019.

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee Meeting #79, held on March 29, 2019.

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 July 25, 2019.

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated August 6, 2019.

THAT the Council of the Corporation of Township of Wellington North receive Report CBO 2019-13 being the Building Permit Review for the period ending June 30th, 2019.

THAT the Council of the Corporation of Township of Wellington North receive Report EDO 2019-019 being a report on the Community Initiated Projects Program;

AND FURTHER THAT Council approve a one-time grant of \$1,000 under the Community Initiated Projects Program to Fathers Heart Healing Ministries in support of their Community Art Studio Program.

THAT Council of the Corporation of the Township of Wellington North receive the Economic Development Officer report EDO 2019-020 being a report on the Community Improvement Program;

AND FURTHER THAT Council approve the following grants:

- \$2,500 under the Façade Improvement Program for the planned improvements to be made at 9141 Highway 6, Sacred Heart Church in Kenilworth*
- \$2,500 under the Façade Improvement Program for the planned improvements to be made at 9147 Highway 6, Sacred Heart Cemetery in Kenilworth*

THAT Council of The Corporation of the Township of Wellington North receive Report OPS 2019-012 being a report to grant sewage allocations for 730 Princess Street in Mount Forest be received;

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

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

THAT the Council of the Township of Wellington North receive Report OPS 2019-011 being a report on the winter maintenance program for the Township's connecting link highways;

AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into the 2019/2020 Connecting Link Winter Maintenance agreement with Owen Sound Highway Maintenance Limited for the former Town of Mount Forest and former Village of Arthur;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign future by-laws to enter into future Connecting Link Winter Maintenance agreements with the Ministry of Transportation's winter maintenance contractor, without having to bring these agreements to Council, assuming staff is satisfied the agreement provides the expected level of service and the cost can be accommodated within the Township's approved operating budget.

THAT Council of The Corporation of the Township of Wellington North receive for information Report RAC 2019-013 being a report on the Fee Subsidy Service Agreement with the County of Wellington

AND FURTHER THAT the Mayor and Clerk be authorized to sign the Fee Subsidy Service Agreement with the County of Wellington By-law.

THAT the Council of the Corporation of Township of Wellington North receive the Ministry of Infrastructure, correspondence dated July 18, 2019, regarding the 2019 intake of the Rural and Northern funding stream of the Investing in Canada Infrastructure Program (ICIP)

THAT the Council of the Corporation of Township of Wellington North receive the Town of Grand Valley, Notice of Complete Application & Statutory Public Meeting for a Zoning By-law Amendment Application.

THAT the Council of the Corporation of Township of Wellington North receive the Saugeen Conservation, Newsletter Issue 15, Summer 2019.

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2019-224

Moved: Councillor Yake

Seconded: Councillor Hern

THAT Council of the Corporation of Township of Wellington North receive the Planning Report prepared by Jessica Rahim, Planner, dated May 21, 2019, regarding Sharon Farms Enterprises, 730 Princess Street, Mount Forest, Removal of Holding (H) provision for townhouse development and long- term care facility.

CARRIED

RESOLUTION: 2019-225

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of Township of Wellington North receive Report EDO 2019-018 being a report on the Wellington North Electronic Vehicle Charging Stations

CARRIED

RESOLUTION: 2019-226

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT Council of The Corporation of the Township of Wellington North receive Report OPS 2019-008 being a report on the review of the draft sewage allocation policy;
AND FURTHER THAT Council direct staff to bring an authorizing by-law for the sewage allocation policy to a future meeting of Council.*

CARRIED

RESOLUTION: 2019-227

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2019-028 being a report on Wellington North Volunteer Strategy for information.

CARRIED

Council directed staff to circulate volunteer policies from Waterloo and Barrie and obtain information regarding The People and Information Network.

RESOLUTION: 2019-228

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of Wellington North receive Report CLK 2019-029 being a report on an agreement for services with DocuPet;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to enter into an agreement for services with DocuPet;

AND FURTHER that the Mayor and Clerk be authorized to sign a by-law at a future meeting of Council to amend By-law 106-18 being a by-law to establish the fees and charges for various services provided by the municipality.

CARRIED

RESOLUTION: 2019-229

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of Wellington North receive Report CAO 2019-005 Council Strategic Priorities 2019 – 2022 Update.

CARRIED

RESOLUTION: 2019-230

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of Township of Wellington North receive the Ministry of Transportation, correspondence dated July 17, 2019, regarding application to 2019-20 Connecting Links Program.

CARRIED

NOTICE OF MOTION - None

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Hern informed Council that Tish Green has resigned as President of the Arthur Chamber of Commerce. Tom Gorecki has stepped into the position. Bonnie McIntosh has joined the Chamber as a Director.

Councillor Yake announced that the new windows for the Blacksmith Shop have arrived and are being installed. The trees out front will be removed soon.

Mayor Lennox commented that he attended the Mount Forest Agricultural Society Ambassador of the Fair Dinner on Saturday, August 10. The Fair will be held on Saturday, August 17. Due to an outbreak of strangles virus there will not be a horse show at the fair this year.

Mayor Lennox announced that the Mount Forest Splash Pad is nearing completion.

BY-LAWS

- a. 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)
- b. By-law Number 069-19 being a by-law to establish a Traffic Pedestrian Control Measures Policy for the Township of Wellington North
- c. By-law Number 070-19 being a by-law to authorize the execution of the Winter Maintenance Agreement between Integrated Maintenance and Operations Service Inc. operating under the name of "Owen Sound Highway Maintenance Limited" (IMOS) and the Corporation of the Township of Wellington North
- d. By-law Number 071-19 being a by-law to authorize the execution of a Pet Licensing Services Agreement between DocuPet Inc. and The Corporation of the Township of Wellington North
- e. By-law Number 072-19 being a by-law to authorize the execution of a Fee Subsidy Service Agreement between The Corporation of the County of Wellington and The Corporation of the Township of Wellington North
- f. By-law Number 073-19 being a by-law appointing and confirming the appointment of Auditors of the Corporation of the Township of Wellington North

RESOLUTION: 2019-231

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT By-law Number 054-19, 069-19, 070-19, 071-19, 072-19 and 073-19 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

- Celebrating J.J. Morrison

Submitted by Robert Macdonald, Wellington North Cultural Roundtable

Who would have imagined that a young man, born on a farm just outside Arthur, would make such a difference in the political and farm scene in Ontario? J.J. Morrison did just that and ultimately became known as the “father of the Ontario Farm Movement” and hailed as a thinker ahead of his time.

At age 25 he left the farm for Toronto and after struggling to make a living he, his wife Margaret Blyth and their 4 children moved back to the farm where they had 5 more children. He became involved in local township council, school boards and with the Arthur Temperance Lodge where he began to organize farmers. In 1910, he was elected secretary for the Dominion Grange and was instrumental in creating the Canada Council of Agriculture, which worked interprovincially, and within six months of meeting W.C. Good, E.C Drury and J.Z. Fraser they fathered the United Farmers of Ontario. (UFO)

Elected Secretary of the UFO and the United Farmers Co-Operative, the farmhouse became his office but eventually he would move back to a small office in Toronto. His first task was to find a better price for binder twine and soon he had ordered 100 tons of twine from a company in Ireland. The UFO then setup 40 branches to dispense supplies from the head office and this was the beginning of the Co-op's as we know today.

In 1919 the UFO entered provincial politics hoping to gain enough seats to form the opposition however to their surprise they won the election. They tried to persuade J.J. to take the job as Premier however he declined, and E.C. Drury filled the position. Disagreements between the farmers and the unions caused them to lose the election in 1923 however during their time in office they created the Department of Welfare and the Province of Ontario Savings Bank.

Although Mr. Morrison lived in Toronto during the 1920's and 1930's he stayed interested in activities in Arthur and raised considerable funds for the Arthur cenotaph monument. In 1962 a Plaque was erected by the provincial government at the south end of Arthur and the same year he was elected into the Canadian Agricultural Hall of Fame. In 2018, after being nominated by Senator Rob Black, Mr. Morrison was also inducted into the Ontario Agricultural Hall of Fame.

CONFIRMING BY-LAW NUMBER 074-19

RESOLUTION: 2019-232

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT By-law Number 074-19 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 August 12, 2019 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2019-233

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Regular Council meeting of August 12, 2019 be adjourned at 3:48 pm.

CARRIED

CLERK

MAYOR



Township of Wellington North

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

RECEIVED

AUG 08 2019

Deputation Request Form

TWP. OF WELLINGTON NORTH

Name of Deputant(s) Andy Tarc

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

Name of Group/Organization/Business _____

Contact Information _____

Mail: _____

Email: _____

Telephone: _____

Type of Meeting

Council OR Committee (includes ad hoc) _____

Date of Meeting August 26/19 @ 7pm Monday

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

to be exempt from the
Would like \$2,000⁰⁰ road deposit for damages fee.

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)

To be exempt

Estimated Financial Impact to municipality:

Capital 2000⁰⁰ Annual Operating _____

SIGNATURE: x Andy Tarc

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 o 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) Christina Cooke

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

Name of Group/Organization/Business _____

Contact Information

Mail: [REDACTED] Mount Forest, Ontario

Email: [REDACTED]

Telephone: [REDACTED]

Type of Meeting

Council OR Committee (includes ad hoc) Aug 26/19

Date of Meeting Aug 26/19

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

see attach

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)

council to take steps to enhance or pass

a new bylaw prohibiting this type situation

Estimated Financial Impact to municipality: eg: light intrusion -see attached.

Capital unknown Annual Operating unknown

SIGNATURE: Christina Cooke

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 o 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)

Good evening,

Thank you for taking your time this evening to listen to my concerns. My name is Christina Cook. I have been a resident of Mount Forest since 2015 and a resident of Wellington North my entire life. I greatly enjoy living in our beautiful town and I am looking for councils help to ensure the enjoyment for all residents' remains. Please accept this deputation for a new by-law to be created to address the issue of light nuisance/intrusion in residential areas.

It is my concern that residents of Wellington North have been or are being affected by light nuisance/intrusion. I am asking that a new by-law be created stating that or along the lines that prohibits the intrusion of light in residential areas from other residential properties, either direct or indirect light, into neighboring dwellings regardless of whether such dwelling has curtains, shades, blinds, or any other window coverings. Light should remain on owners' property and should not intrude on other dwellings casting shadows, causing glare, reflecting off property or causing any nuisance to any other neighboring dwellings.

I myself have been a victim of light nuisance/intrusion. I have been dealing with this for well over a year now, and am now coming to you, council, to help me with this matter. I have tried to resolve this issue with the owner of the offending property with no resolution. The police have attended calls to our street nine times over this matter on the following dates: Jan 29, 2019, Jan 30, 2019, Feb 5, 2019, Feb 8, 2019, Mar 7, 2019, Mar 8, 2019, Mar 13, 2019, and Aug 15, 2019. Wellington North By-law has also been involved multiple times for numerous complaints yet no resolution has been made. I do not feel like it is unfair to ask that I be able to enjoy my home without a light intruding upon it. This light is turned on every night that home owners are present. Most nights said light is turned on before dusk til 11:00 pm. The only rooms this light does not affect in my home are my master bedroom and my down stairs laundry room. You cannot sit in my main sitting room at night because of this light; it casts huge shadows and glare throughout the room. It is not fair that the enjoyment of my home is being compromised because of this. My neighbor behind me can see this light shine through my front door, to my patio door and through it into their backyard.

I should not be required to purchase black out curtains, or blinds over this matter. I should also not be required to rearrange furniture to block out this light to enjoy a "light free" home.

This light also poses a safety concern while reversing out of my driveway at night as the light shines right into your eyes making it difficult to back out. There are safety concerns for other neighbors as these lights affect the ability for them to see the steps by their door, as well as when they are getting in and out of their vehicles.

There are many townships, municipalities and cities that have light intrusion, nuisance, or light pollution included in their bylaws. Southgate, Minto, West Grey, Howick, North Perth, North Huron, Mono, Hanover, Erin, Guelph, Kitchener, West Perth and Woolwich are local municipalities that have language that speaks to this matter and have implemented by laws to ensure their citizens are not affected by any light intrusion, nuisance or pollution. Larger cities such as Brampton, Mississauga, Toronto, Huntsville, Whitestone, Vaughan, Ottawa, and Oakville just to name a few; also, have detailed by-laws that enables officers to enforce when infractions are made. I am asking that you council will stand beside me to create one for Wellington North so that no one else has to endure the stress and unfairness that I have and give our residents equality and respect while enjoying their homes here in Wellington North.

Thank you for your time.
Christina Cook





PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development
Department

DATE: August 21, 2019
TO: Mike Givens, C.A.O.
 Township of Wellington North
FROM: Michelle Innocente, Senior Planner
 County of Wellington
SUBJECT: **Proposed Draft Plan of Subdivision - 23T-18007**
Domville Street, Arthur
Preliminary Planning Comments

RECOMMENDATIONS

1. That Council support the revised draft plan of subdivision and related conditions of draft plan approval for 23T-18004.
2. That staff prepare a subdivision agreement between the municipality and the Owners of the proposed subdivision for Council's consideration; and
3. That staff advise the County's Director of Planning and Development of the Townships decision.

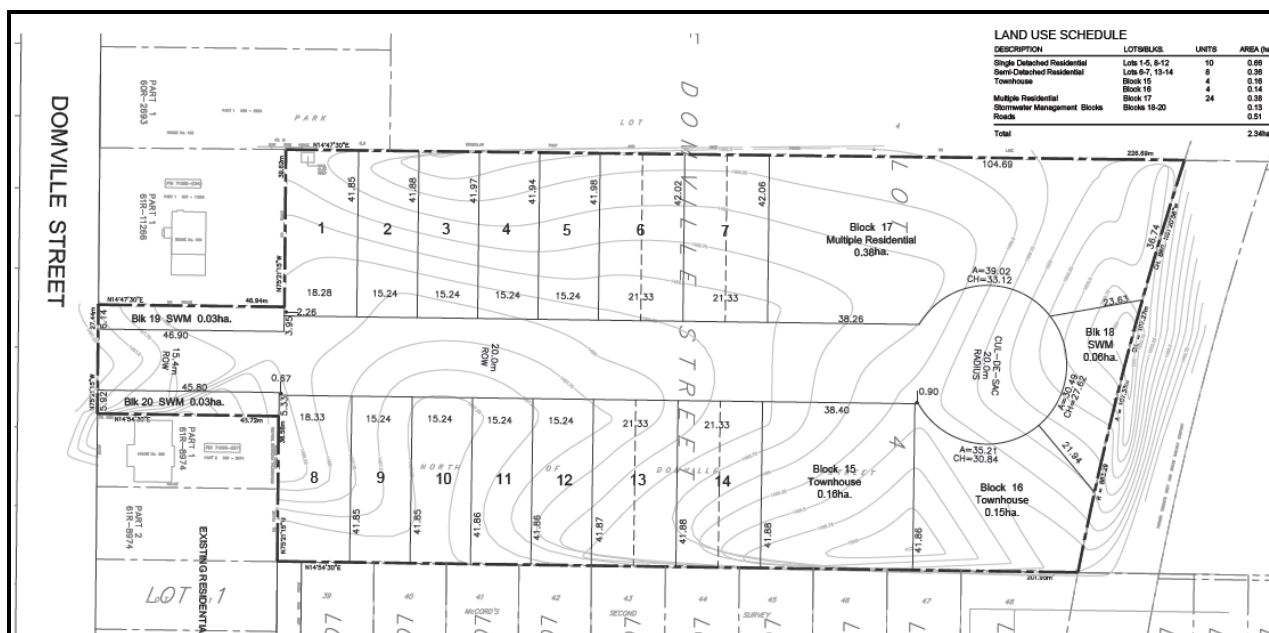
SUMMARY

The purpose of this report is to provide the Township with recommendations regarding the above-noted application for a mixed density residential plan of subdivision that will create 10 single detached residential lots, 4 semi-detached residential lots (8 units), 10 street townhouse and a 24-unit apartment building. The County Official Plan recognizes the subject lands as a location for residential development. The comments raised by the review agencies, Township staff and consultants, and residents have been resolved or will be addressed through conditions of draft plan approval (attached) and the implementation of the subdivision agreement. In our opinion, the proposed draft plan of subdivision is appropriate and in the public interest.

DRAFT PLAN OF SUBDIVISION 23T-18007

Table 1: Land Use Schedule

Land Use	Lots/Blocks	Units	Area (Ha.)
Single Family Detached	Lots 1-5, 8-12	10	0.66
Semi-Detached Dwellings	Lots 6-7, 13-14	8	0.36
Townhouses	Blocks 15, 16	8	0.31
Apartment	Block 17	24	0.38
Storm Water Management	Blocks 18, 19, 20		0.12
Street			0.51
TOTAL UNITS/AREA		50	2.34



Subdivision Application 23T-18007 (Source: GSP Group)

AGENCY REVIEW AND PUBLIC INPUT

There are no outstanding technical objections or concerns regarding the subdivision application subject to the inclusion of various conditions of approval to be addressed by the developer.

The following questions and concerns related to the subdivision development were raised at the Public Meeting and through written correspondence:

Number of storeys in the proposed apartment building? Location of the proposed apartment building.

- The applicant responded that the apartment building will be 2-3 storeys at the Public Meeting. The applicant is proposing to rezone the apartment block (Block 17) to an R3-Residential Zone which permits apartment buildings up to 12 metres (39.5 feet) in height. Block 17 will be subject to site plan control.
- The applicant's consultant provided that the apartment block has been sited at the rear of the development to utilize the existed treed buffer at the rear of the property. The location of the apartment block also provides a transition from single detached homes at the front of the development to semi-detached homes, to townhomes, to apartments at the rear.

Will the oak trees at the rear of the Andrew Street properties remain for privacy?

- The applicant confirmed that all existing trees will remain at the Public Meeting. In addition, a condition has been included in the draft plan conditions to address tree protection.

Will there be fencing and what type of fencing will be installed?

- The applicant commented at the Public Meeting that he is aware fencing will be required however he had not determined the type of fencing at that time. The details of the fencing as it relates to the lands zoned R3 – Residential (Block 17) would typically be determined at the time of a site plan submission for the development of these lands. The zoning by-law does require a buffer area in relation to lands zoned R3¹. With respect to the balance of the lands, fencing is not being recommended. Blocks 19 and 20 are stormwater management blocks, which are situated alongside the proposed new street into the development. These blocks will provide a buffer to the lots abutting the development on Domville Street. The lots that back onto Andrew Street are the lots that contain mature oak trees. Fencing this area could be counter to the tree preservation plan which has been recommended as a condition of draft approval. The lots on the opposite side of the proposed new street back onto lands zoned M1-Industrial. These lands are also significantly vegetated. A buffer area will be required as part of the development of those lands and fencing would be addressed through the site plan process.

Concern regarding increase in crime and breaks ins as a result of the proposed development.

- The proposed development is consistent with Provincial and County Official Plan policies. We do not anticipate an increase in crime should the proposed subdivision be constructed.

Concern regarding water and sewage demand.

- In terms of servicing, the proposed development is to be provided with municipal sewage and water supply services. However, sufficient capacity is not available at this time. Servicing will form a condition of draft approval and the timing of available servicing will be addressed through the rezoning application in which a holding provision will be applied until such time as the sewage treatment plant has capacity for the proposed development.

Concern regarding drainage.

- A detailed engineering submission is required through the draft plan of subdivision process. A condition of draft approval has been included in the draft conditions to address roads, installation of municipal services, stormwater management and drainage.

Concern regarding increased traffic.

- No concerns with respect to traffic were raised through the technical review of the draft plan of subdivision submission.

¹ The Zoning By-law requires the buffer area to be kept free of parking spaces, buildings or structures except for a legal boundary partition and used only for the placement of trees, shrubs, similar vegetation, fencing and landscaping features.

SUGGESTED CONDITIONS OF DRAFT PLAN APPROVAL

Based on the comments from public agencies, utilities and service providers, Township staff and the Township consultants, this office has compiled 25 proposed conditions of draft plan approval. The conditions have been circulated for review. A full list of proposed conditions is attached to this report.

I trust that the above comments will assist Council in this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michelle Innocente".

Michelle Innocente, RPP
Senior Planner

THE CORPORATION OF THE COUNTY OF WELLINGTON

DECISION OF THE CORPORATION OF THE COUNTY OF WELLINGTON

With respect to an application by 940749 Ontario Limited c/o James Coffey pursuant to the provisions of Section 51 of the Planning Act, R.S.O. 1990 as amended, for approval of a residential plan of subdivision, being Part of Park Lot 4, South of Domville Street, Crown Survey, geographic Arthur Village, now Township of Wellington North in the County of Wellington.

Draft Approval has been granted on DATE 2019 subject to the following conditions:

CONDITIONS OF APPROVAL FOR DRAFT PLAN OF SUBDIVISION 23T-18007

No.	Condition
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1. THAT this draft approval applies to the draft plan, County of Wellington File No. 23T-18007, as dated December 7, 2018, prepared by GSP Group, and the boundary certified by Derek Graham, OLS, (Project No. 18065) showing Single Detached Residential Lots 1-5, 8-12 (10 units); Semi-Detached Residential Lots 6-7, 13-14 (8 units); Townhouses Blocks 15 and 16 (8 units); Multiple Residential Block 17 (24 units); Stormwater Management Blocks 18 - 20 and Road (0.51 ha) on a total of 2.34 hectares of land.
2. THAT the plan proposed for registration for any phase within the subdivision shall be reviewed and accepted by the Township of Wellington North prior to the County of Wellington's granting final approval of such plan or phases.
3. THAT the street(s) shown in this draft plan shall be dedicated to the Township of Wellington North. They shall be named to the satisfaction of the Township of Wellington and where those streets are not extensions of existing streets that such new street names shall not be duplicates in spelling or phonetic sounding of street names elsewhere in the County of Wellington.
4. THAT the Owner conveys up to 5% of the land included in the plan to the municipality for park purposes under section 51.1(1) of the Planning Act. Alternatively, the municipality may accept cash in lieu of all or a portion of the conveyance and, under section 51.1(3) of the Planning Act, the municipality is authorized to do so.
5. THAT such easements and/or agreements as may be required for servicing, access, utility or drainage purposes shall be granted to the appropriate authority.
6. THAT prior to final approval by the County of Wellington, the County of Wellington is to be advised by the Township of Wellington North that appropriate zoning is in effect for this proposed subdivision.
7. THAT the Owner enter into a subdivision agreement with the Township of Wellington North for the purposes of satisfying all the requirements of the Township, financial and otherwise including but not limited to the provision of roads, signage and the installation of municipal services, the planting and preservation of trees, and stormwater management and drainage. Without limiting the generality of the foregoing, the agreement shall contain wording to the satisfaction of the

Township that addresses the following matters which shall be included within the declaration and all Purchase and Sale Agreements related to this plan of subdivision to:

- a) Contain phasing arrangements acceptable to the Township of Wellington North.
 - b) Contain provisions whereby the Owner shall prepare and implement a construction traffic access and control plan for all phases of servicing and building construction to the satisfaction of the Township and include provisions that all damage or maintenance required to surrounding streets as a result of such traffic shall be at the Owner's cost.
 - c) Provide for the installation of a piped water supply system and a piped waste water collection system, subject to the approval of the Ministry of the Environment, Conservation and Parks, and furthermore, shall provide for the Township of Wellington North to assume ownership and operation of the system.
 - d) Contain wording to the effect that all agreements of purchase and sale shall ensure that all persons who make first purchases of land within the plan of subdivision after final approval of the subdivision plan, are informed when land is transferred, of all the development charges related to this development.
 - e) Be registered against the lands to which it applies; and that a copy of the subdivision agreement as registered be filed with the County.
 - f) Contain provisions whereby the Owner shall prepare and implement a vegetation management plan which evaluates the opportunity for the protection of trees and describes tree protection measures to be implemented by the developer. Where tree or significant vegetation removals are required, the vegetation management plan shall identify locations where compensatory planting can be installed and a detail plan for installations, to the satisfaction of the Township of Wellington North
 - g) Contain provisions to address the provision of adequate sidewalks, lighting and snow removal and which are satisfactory to the Upper Grand District School Board and to the Township of Wellington North in respect of the means whereby the children can walk safely to school or to school bus "student collection areas".
8. THAT prior to final approval and registration of any phase of the plan, the Township of Wellington North shall confirm to the satisfaction of the County of Wellington that an adequate water supply is available and has been allocated for the applicable plan or phase or that satisfactory arrangements have been made to ensure that an adequate water supply will be provided when required.
 9. THAT prior to final approval and registration of any phase of the plan, the Township of Wellington North shall confirm to the satisfaction of the County of Wellington either that adequate sewage capacity is available and has been allocated in the sewage collection system for the subject plan or phase, or that satisfactory arrangements have been made to ensure that adequate capacity will be provided when required.
 10. THAT the Applicant enter into a Construction Agreement with the Wellington North Power Inc.
 11. THAT all electrical distribution system plans must meet Wellington North Power standards for design and construction; and all electrical plans must be reviewed and approved to the satisfaction of Wellington North Power Inc.
 12. THAT prior to final approval by the County of Wellington, the County of Wellington is to be advised in writing by the Upper Grand District School Board that the developer shall agree in the Subdivision Agreement that adequate sidewalks, lighting and snow removal (on sidewalks and

walkways) will be provided to allow children to walk safely to school or to a designated bus pickup point.

13. THAT the developer and the Upper Grand District School Board reach an agreement regarding the supply and erection of a sign (at the developers expense and according to the Board's specifications) affixed to the permanent development sign advising prospective residents about schools in the area.
14. THAT prior to final approval by the County of Wellington, the Owner agrees in writing satisfactory to the Upper Grand District School Board to provide the Boar with a digital file of the plan of subdivision in either ARC/INFO export or DXF format containing the following information: parcel fabric and street network.
15. THAT Education Development Charges shall be collected prior to the issuance of a building permit(s).
16. THAT the Owner shall agree in the Subdivision Agreement, in words satisfactory to the Telecommunications Provider, to grant them any easements that may be required for telecommunication services. Easements may be required subject to final servicing decisions. In the event of any conflict with existing telecommunication facilities or easements, the owner/developer shall be responsible for the relocation of such facilities or easements.
17. THAT the Owner provide, to the satisfaction of the County of Wellington Planning Department, a copy of the final plan of subdivision created in Autocad (.dwg) format and submitted on CD (compact disc) media or by email.
18. THAT the Owner's surveyor provides to the County of Wellington a copy of the deposited Reference Plan submitted to the Land Registry/Titles Office for Wellington (No. 61) for "First Registration Under the Land Titles Act, R.S.O. 1990, c.L.5".
19. THAT the Owner have prepared by an Ontario Land Surveyor a final plan in accordance with the Surveys Act, and with the Registry Act or the Land Titles Act, as the case may be and have provided that plan (***being 2 mylars and 4 white prints – one white print with Ontario Surveyors Association sticker attached***) to the Director of Planning and Development for the County of Wellington prior to the lapsing date.
20. THAT, if final approval is not given to this draft plan No. 23T-18004 within five (5) years of the day of draft approval and if no extensions have been granted pursuant to subsection 51(33) of the Planning Act, draft approval shall lapse under subsection 51(32) of the Planning Act, R.S.O. 1990. If the Owner wishes to request an extension to draft approval, a written explanation, together with a resolution from the Township of Wellington North must be received by the Director of Planning for the County of Wellington **prior to the lapsing date of DATE, 2024.** Please note that an updated review of the plan and revisions to the conditions of approval may be necessary if an extension is to be granted.
21. THAT the County of Wellington be advised in writing by the **Township of Wellington North** that conditions **1 through 9** have been satisfied.
22. THAT the County of Wellington be advised in writing by the **Wellington North Power Inc.** that conditions **10 and 11** have been satisfied.

23. THAT the County of Wellington be advised in writing by the **Upper Grand District School Board** that conditions **12 through 15** have been satisfied.
24. THAT the County of Wellington be advised in writing by **Telecommunications provider** that condition **16** has been satisfied.
25. THAT the Owner remit to the County of Wellington the applicable final approval fee when the final plan is being presented to the County of Wellington for the County's consideration for final plan approval.

DRAFT

NOTES to DRAFT PLAN APPROVAL

1. It is the Applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Wellington, quoting the County of Wellington's draft plan file number **23T-18007**.
2. We suggest that you make yourself aware of the following subsections of the Land Titles Act:
 - i) subsection 143(1) requires that all new plans be registered in a Land Titles system if the land is situated in a land titles division; and
 - ii) subsection 143(2) allows certain exceptions.
3. If the agency condition concerns (a) condition(s) in the subdivision agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan.
4. Payment of clearance letter fees may be required from the clearing agencies before the clearance letter is issued: please contact the appropriate agency for information in this matter.
5. An electrical distribution line operating at below 50,000 volts might be located within the area affected by this development or abutting this development. Section 186 - Proximity - of the Regulations for Construction Projects in the *Occupational Health and Safety Act*, requires that no object be brought closer than 3 metres (10 feet) to the energized conductor. It is the proponent's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the distance specified in the Act. They should also be aware that the electrical conductors can raise and lower without warning, depending on the electrical demand placed on the line. Warning signs should be posted on the wood poles supporting the conductors stating "**DANGER - Overhead Electrical Wires**" in all locations where personnel and construction vehicles might come in close proximity to the conductors.
6. The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/ telecommunication in service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the alternative communication/ telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication./telecommunication services for emergency management services (i.e.911 Emergency Services).
7. Clearances are required from the following agencies:

**Township of Wellington North
Wellington North Power
Upper Grand District School Board
Telecommunications Provider**

8. All measurements in the subdivision final plan must be presented in metric units.
9. It is the Owner's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Wellington, attention of the Director of Planning, 74 Woolwich Street, Guelph, ON N1H 3T9.
10. The final plan approved by the County of Wellington must be registered within 30 days of final approval, otherwise the County of Wellington may withdraw its approval under subsection 51(59) of the Planning Act, R.S.O. 1990, as amended.

DRAFT



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of August 26, 2019
From: Darren Jones, Chief Building Official
Subject: CBO 2019-14 Building Permit Review Period Ending July 31st, 2019

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2019-14 being the Building Permit Review for the period ending July 31st, 2019.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2018-14 Building Permit Review Period Ending July 31st, 2018
2. CBO 2019-13 Building Permit Review Period Ending June 30th, 2019

BACKGROUND

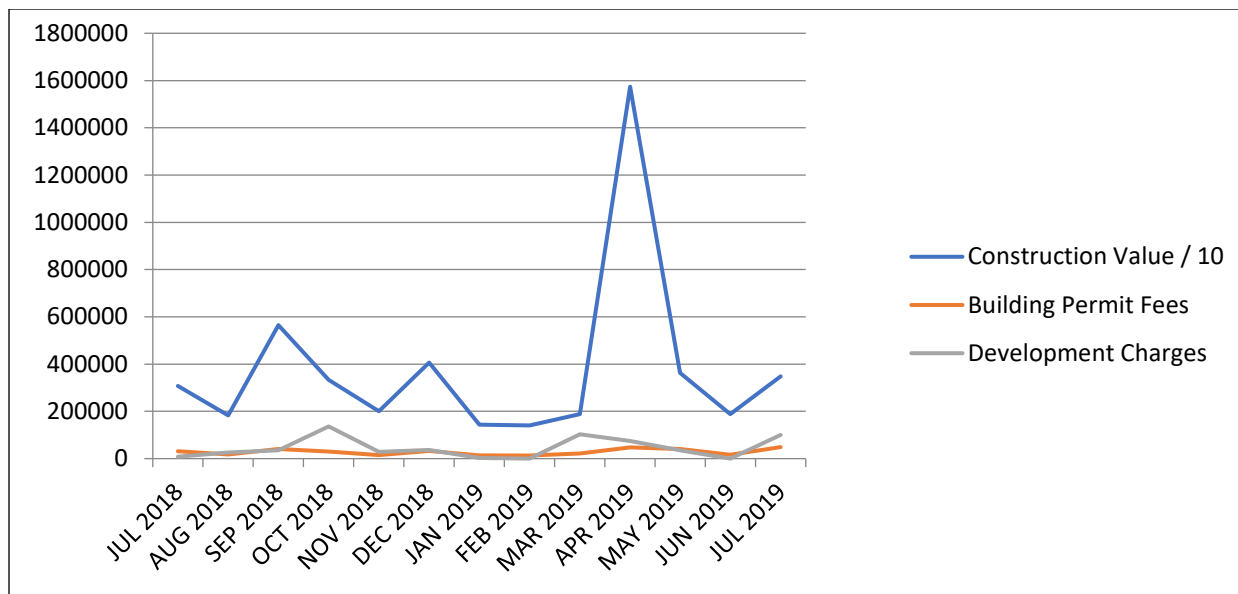
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
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Single Family Dwelling	1	450,000.00	3,000.00	18,278.00
Multi Family Dwelling	2	800,000.00	12,356.00	73,139.62
Additions / Renovations	2	8,000.00	390.00	0.00
Garages / Sheds	5	117,000.00	2,802.40	0.00
Pool Enclosures / Decks	3	30,000.00	576.58	0.00

Commercial	2	267,000.00	1,105.00	0.00
Assembly	2	2,200.00	260.00	0.00
Industrial	1	250,000.00	12,767.56	9,380.67
Institutional	0	0.00	0.00	0.00
Agricultural	8	1,532,000.00	15,026.63	0.00
Sewage System	1	20,000.00	520.00	0.00
Demolition	0	0.00	0.00	0.00

Total July 2019	27	3,476,200.00	48,804.17	100,798.29
Total Year to Date	126	29,444,150.00	203,046.97	313,616.09

12 Month Average	18	3,859,795.83	28,321.52	48,340.24
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10 Year Monthly Average	24	2,362,965.00	25,214.16	45,177.41
10 Year, Year to Date Average	139	17,041,571.40	156,771.68	267,134.00

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

None.

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:	Darren Jones, Chief Building Official
Recommended By:	Michael Givens, Chief Administrative Officer

8/21/19

**Township of Wellington North
CHEQUE DISTRIBUTION REPORT
Payables Management**

Cheque Number		74057 to 74186	
Cheque Number	Cheque Date	Vendor Name	Cheque Amount
74057	8/08/19	2574574 Ontario Inc	\$27,835.82
74058	8/08/19	Agrisan SC Pharma	\$5,188.41
74059	8/08/19	ALS Canada Ltd.	\$607.94
74060	8/08/19	Bester Petroleum Service Ltd	\$1,090.45
74061	8/08/19	Bluewater Fire & Security	\$101.70
74062	8/08/19	Broadline Equipment Rental Ltd	\$190.53
74063	8/08/19	Canada's Finest Coffee	\$124.00
74064	8/08/19	CARQUEST Arthur Inc.	\$105.98
74065	8/08/19	Chalmers Fuels Inc	\$209.69
74066	8/08/19	County of Wellington	\$190,336.08
74067	8/08/19	Excel Business Systems	\$568.32
74068	8/08/19	FOSTER SERVICES/822498 ONT INC	\$9,054.13
74069	8/08/19	Frey Communications	\$348.20
74070	8/08/19	GHD Limited	\$3,828.67
74071	8/08/19		\$36.87
74072	8/08/19	Hydro One Networks Inc.	\$817.19
74073	8/08/19	Ideal Supply Inc.	\$32.74
74074	8/08/19	Kronos Canadian Systems Inc.	\$2,999.70
74075	8/08/19	Lavis Contracting Co. Ltd.	\$238,997.87
74076	8/08/19	Marcc Apparel Company	\$220.35
74077	8/08/19	Metercor Inc.	\$1,066.72
74078	8/08/19	Mount Forest Foodland	\$117.32
74079	8/08/19	Mt Forest Agricultural Society	\$80.00
74080	8/08/19	Moorefield Excavating Limited	\$431,190.73
74081	8/08/19	Ontario One Call	\$125.32
74082	8/08/19	OSIM INC	\$440.70
74083	8/08/19	Print One	\$103.96
74084	8/08/19	R&R Pet Paradise	\$5,109.39
74085	8/08/19	Reeves Construction Ltd	\$2,856.77
74086	8/08/19	Royal Bank Visa	\$1,625.03
74087	8/08/19		\$158.00
74088	8/08/19		\$450.00
74089	8/08/19	Stephen Hale	\$1,197.80
74090	8/08/19	Teviotdale Truck Service & Rep	\$85.60
74091	8/08/19	Triton Engineering Services	\$13,198.60
74092	8/08/19	Township of Centre Wellington	\$2,810.19
74093	8/08/19	Union Gas	\$1,101.73
74094	8/08/19	Upper Grand Dist School Board	\$11,202.00
74095	8/08/19		\$475.00
74096	8/08/19	Wellington Advertiser	\$923.21

Cheque Number	Cheque Date	Vendor Name	Cheque Amount
74097	8/08/19	Wellington Catholic Dist Sch B	\$3,702.00
74098	8/12/19	Arthur Home Hardware Building	\$418.86
74099	8/12/19	Artic Clear 1993 Inc.	\$78.40
74100	8/12/19	Barclay Wholesale	\$155.94
74101	8/12/19		\$125.00
74102	8/12/19	CARQUEST Arthur Inc.	\$301.50
74103	8/12/19	Cedar Signs	\$333.93
74104	8/12/19		\$135.00
74105	8/12/19		\$58.24
74106	8/12/19		\$43.79
74107	8/12/19	Cotton's Auto Care Centre	\$508.50
74108	8/12/19	CW AND COMPANY	\$939.83
74109	8/12/19	Decker's Tire Service	\$1,386.51
74110	8/12/19	Duncan, Linton LLP, Lawyers	\$2,997.43
74111	8/12/19	E Cox Sanitation	\$239.45
74112	8/12/19		\$30.00
74113	8/12/19		\$250.00
74114	8/12/19	Fire Marshal's Public Fire Saf	\$225.88
74115	8/12/19	FOSTER SERVICES/822498 ONT INC	\$904.00
74116	8/12/19	FOXTON FUELS LIMITED	\$974.62
74117	8/12/19	Frey Communications	\$101.69
74118	8/12/19	Hartman Electronics & Comm	\$3,192.25
74119	8/12/19	H Bye Construction Limited	\$123,606.04
74120	8/12/19		\$21.35
74121	8/12/19	Horrigan Overhead Doors 2019	\$276.85
74122	8/12/19		\$30.00
74123	8/12/19	Ideal Supply Inc.	\$291.34
74124	8/12/19	JOB-INC Electric	\$6,529.14
74125	8/12/19		\$308.00
74126	8/12/19		\$181.28
74127	8/12/19	Marcc Apparel Company	\$1,336.79
74128	8/12/19		\$90.00
74129	8/12/19		\$250.00
74130	8/12/19		\$1,900.00
74131	8/12/19		\$146.89
74132	8/12/19	Mount Forest Foodland	\$9.98
74133	8/12/19	Minister of Finance - Misc	\$250.00
74134	8/12/19	North Wellington Co-op Service	\$499.90
74135	8/12/19	Purolator Inc.	\$9.06
74136	8/12/19	ROBERTS FARM EQUIPMENT	\$219.63
74137	8/12/19	Royal Bank Visa	\$2,284.46
74138	8/12/19	Saugeen Community Radio Inc.	\$1,226.05
74139	8/12/19	Sterling Backcheck	\$24.80
74140	8/12/19	Suncor Energy Inc.	\$2,734.10
74141	8/12/19	Twp of Wellington North	\$440.71
74142	8/12/19	Wellington Advertiser	\$194.36
74143	8/12/19	Wellington North Power	\$267.74

Cheque Number	Cheque Date	Vendor Name	Cheque Amount
74144	8/12/19	Wightman Telecom Ltd.	\$247.06
74145	8/12/19	Young's Home Hardware Bldg Cen	\$27.61
74146	8/16/19	Arbro Landscaping Supply	\$367.25
74147	8/16/19	Arthur Home Hardware Building	\$762.71
74148	8/16/19	Barclay Wholesale	\$42.47
74149	8/16/19	Bell Mobility	\$1,411.11
74150	8/16/19	Broadline Equipment Rental Ltd	\$2,133.25
74151	8/16/19	CARQUEST Arthur Inc.	\$445.24
74152	8/16/19	Cudney Steve	\$150.00
74153	8/16/19	Delta Elevator Co. Ltd.	\$868.23
74154	8/16/19	E Cox Sanitation	\$90.29
74155	8/16/19	FOSTER SERVICES/822498 ONT INC	\$9,153.00
74156	8/16/19		\$88.00
74157	8/16/19	Innovative Print	\$126.04
74158	8/16/19	International Trade Specialist	\$128.47
74159	8/16/19	J J McLellan & Son	\$14.48
74160	8/16/19	Lifesaving Society	\$521.51
74161	8/16/19	Maple Lane Farm Service Inc.	\$1,068.93
74162	8/16/19	Marcc Apparel Company	\$56.50
74163	8/16/19		\$1,900.00
74164	8/16/19		\$1,900.00
74165	8/16/19	Martins TLC	\$406.80
74166	8/16/19	Matthew's Tree Removal Inc.	\$226.00
74167	8/16/19		\$450.00
74168	8/16/19	North Wellington Co-op Service	\$169.32
74169	8/16/19	Officer's Auto Care Inc.	\$142.93
74170	8/16/19	PETRO-CANADA	\$4,224.80
74171	8/16/19	Plume'sMainStreetInteriors	\$184.38
74172	8/16/19	Pryde Truck Service Ltd.	\$3,872.56
74173	8/16/19	Purolator Inc.	\$55.02
74174	8/16/19	ROBERTS FARM EQUIPMENT	\$9.76
74175	8/16/19	Royal Bank Visa	\$114.00
74176	8/16/19		\$1,900.00
74177	8/16/19	SGS Canada Inc.	\$1,786.53
74178	8/16/19	Sharon Farms & Enterprises Lim	\$121,500.00
74179	8/16/19	Suncor Energy Inc.	\$4,941.52
74180	8/16/19	Telizon Inc.	\$805.41
74181	8/16/19	Wellington Advertiser	\$242.95
74182	8/16/19	Wightman Telecom Ltd.	\$90.28
74183	8/16/19	Work Equipment Ltd.	\$489.72
74184	8/16/19	W. Schwindt & Sons Bldg Const.	\$1,900.00
74185	8/16/19	Young's Home Hardware Bldg Cen	\$107.27
TOTAL:			\$1,282,365.40



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of August 26th, 2019
From: Dale Small
Economic Development Officer
Subject: EDO 2019-022 Wellington North Business Improvement Areas

RECOMMENDATION

THAT Council of the Corporation of Township of Wellington North receive for information Report EDO 2019-022 dated August 26th, 2019 being a report on Wellington North Business Improvement Areas (BIA).

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

By-Law No 6-86 establishing the current Board of Management and operating principles for the Mount Forest Business Improvement Area was passed on March 13th, 2006.

BACKGROUND

A Business Improvement Area (BIA) is a “made-in-Ontario” innovation that allows local businesspeople and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. The BIA is governed by a board of management set up to provide business promotion and improvement functions within that area. It is established by a municipality using the business improvement area provisions in the Municipal Act, 2001.

Since the creation of the first BIA in Bloor West Village in 1970, many more have been established. Today there are more than 300 BIAs in Ontario, varying in size from fewer than 60 business and property owners to more than 2,000. The BIA concept has also gone global and has been adopted by more than 550 communities across Canada, over 2,200 throughout the United States, and thousands more around the world including Europe, South Africa, Australia, New Zealand and Japan.

Once a BIA is approved by municipal council, commercial property owners within its boundaries become members and pay the BIA levy along with their property taxes. A traditional BIA view is that this structure reflects the principle that all who benefit should be required to bear their fair share of the cost.

Under the legislation Ontario municipalities have great flexibility with respect to Business Improvement Areas. Municipalities can consider the development of local solutions and have the authority to create new boards, dissolve existing boards or change existing BIA's in order to meet current and future challenges. There is also the opportunity for two or more municipalities to come together and consider establishing a joint municipal service board and municipalities can also consider economic development corporations as an alternative governance structure to deliver traditional BIA services.

The general functions of a traditional BIA are:

Beautification: BIAs provide enhancements in a business area to create a more pleasant atmosphere for local businesses and close by residential areas. Commonly this includes streetscape improvement through customer-friendly lighting, signage, street furniture, planters, banners, sidewalk treatments as well as seasonal decorations.

Revitalization and Maintenance: BIAs help to revitalize, improve and maintain physical infrastructure as well as help make an area cleaner and safer. Approaches have ranged from working towards brownfield redevelopment and building façade restoration to graffiti removal and enhanced street cleaning and garbage receptacles.

Marketing and Promotion: To retain and expand its customer base, a BIA may encourage both local residents and others to shop and use services within the local commercial district through marketing and promotional activities.

Special Events: BIAs often organize and work with community partners to hold special events to promote and showcase their businesses. Examples include holding a street dance, music or dance festival, food fair, arts and crafts exhibition, ethnic/cultural celebration, seasonal parades as well as establishing a local farmers' market.

Business Recruitment; BIAs often work with commercial or industrial property owners to help ensure that available space is occupied, and that an optimum business and service mix is achieved and maintained.

Communication: BIAs can act as a voice for the business community and often establish important relationships with other community voices, such as municipal council & staff departments, community groups (schools, churches, citizen groups, etc.) and institutions (chambers of commerce, committees of council, etc.). The BIA forum can be used to convey community concerns to council and help prompt council to pursue policies and activities to promote and strengthen the downtown.

In Wellington North the Mount Forest BIA has been in existence since 1985 however over the years a BIA has never been established in the Town of Arthur. Recently, through our work with the Downtown Revitalization Committee's, we have also come to realize that the general functions of a BIA, as indicated above, are very similar to the current focus of our Downtown Revitalization Committee's. These committees were established in 2018 as Committee's of Council to address the use of Main Street Revitalization funding received from the Province.

It has also become apparent that the existing Mount Forest BIA is having extreme difficulty in obtaining quorum and generating new membership and interest in its work. As a result, we believe the time has come to change the existing Mount Forest BIA structure and at the same time create an Arthur Business Improvement Area.

From a Board of Management perspective, the plans have not yet been finalized, however our thinking is that in Mount Forest we would integrate the BIA and Downtown Revitalization Committee into a new Board of Management. In Arthur a new Board would be created which would include members of the Downtown Revitalization Committee and a few others.

Prior to council passing a bylaw the following steps will be taken:

ACTIVITY	COMPLETION DATE
Continue discussions with Mount Forest BIA, Arthur & Mount Forest Downtown Revitalization Committee's and Chambers of Commerce.	September 30 th
Determine the boundaries for the new Business Improvement Areas for both communities	September 30 th
Distribute, by mail, notices of the proposed by-law to all assessed commercial property owners in the new proposed BIA area. This may not be required in Mount Forest should the existing boundary not be expanded.	October 4 th
Finalize Board of Management Structure, Eligibility, manner of selecting members, Terms of Office, etc.	November 30 th
A 60-day period, from the time the notices were mailed, must be provided for any objections to be filed.	December 4 th
Wellington North council approve by-law to establish the new BIA structure effective with the 2020 taxation year and appoint the Board of Management	December 16 th

FINANCIAL CONSIDERATIONS

For the past few years the Mount Forest BIA has received \$30,000 in funding from the levy collected on the property owners within the current BIA boundary. This amounted to \$361.45 per property owner.

ATTACHMENTS

None

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: Dale Small, Economic Development Officer *Dale Small*

Recommended By: Michael Givens, Chief Administrative Officer *Michael Givens*



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of August 26, 2019

From: Matthew Aston, Director of Operations

Subject: **REPORT OPS 2019-013 BEING A REPORT ABOUT TRAFFIC SAFETY ALONG FREDERICK ST W, FRANCIS ST AND EDWARD ST**

RECOMMENDATION

THAT the Council of the Township of Wellington North receive for information Report OPS 2019-013 being a report about traffic safety along Frederick St W, Francis St and Edward St.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Deputation on July 22, 2019

BACKGROUND

At its July 22nd meeting, Council received a deputation by residents who live along Frederick St W, Francis St and Edward St, in Arthur, who raised safety concerns with respect to traffic.

Township staff, as requested by the deputation, have moved the stop sign at Edward St and Frederick St W, closer to Frederick, as well as installed a white stop bar at this location.

Township staff also deployed our portable radar sign along Frederick Street West.



Intersection of Frederick St W & Edward St in Arthur



Portable Radar sign on Frederick St W on August 8, 2019.

Township staff have consulted with Wellington County OPP about this specific concern to raise awareness of the issue.

FINANCIAL CONSIDERATIONS

NA

ATTACHMENTS

None

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

Township is the road authority and Wellington County OPP handle traffic related enforcement on Township roads.

Prepared By:	Matthew Aston, Director of Operations
Recommended By:	Michael Givens, Chief Administrative Officer <i>Michael Givens</i>



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of August 26, 2019

From: Matthew Aston, Director of Operations

Subject: **REPORT OPS 2019-014 BEING A REPORT ON THE SOUTH WATER STREET SANITARY PUMPING STATION DESIGN**

RECOMMENDATION

THAT the Council of the Township of Wellington North receive for information Report OPS 2019-014 being a report on the South Water Street Sanitary Pumping Station Design;

AND FURTHER THAT Council direct staff to move \$80,000 from Development Charges to a capital project to fund the design of the South Water Sanitary Pumping Station design.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

NA

BACKGROUND

In order to support development on the south-side of the South Saugeen River in Mount Forest a new sanitary pumping station (SPS) will be required in order to convey sewage across the river to the North Water SPS. The piping under the river was installed several years ago in preparation for this project, however, given the pending development of the Avila property, coupled with the time needed to obtain Ministry of Environment approvals, it makes sense that the Township commence the design of this project.

Township has received a quote for this project from a BM Ross and Associates Limited (BM Ross) who have the requisite knowledge and experience to perform this work. BM Ross is also explicitly aware that time is of the essence in the design of this project in order to get the detailed design to the Ministry of Environment, Conservation and Parks (MEPC) for their approval in the spring 2020.

Consistent with our procurement policy, CAO in consultation with Council can determine the most appropriate consulting engineer to design a project like the South Water SPS.

FINANCIAL CONSIDERATIONS

The estimated budget for this project is \$80,000 which includes BM Ross developing a detailed design through to submission to the MECP for approvals. This budget does not include the engineering services that will be required during the tendering or construction of this project. As this project designs infrastructure associated with growth, Township is able to utilize development charges collected to fund this project. The Township currently has 144,171.26 within its development charges account.

Murphy Lands/Bristol St/Bentley St SPS was an identified project in the Township's 2018 Development Charges Study (Appendix D-7) at a total costs of \$593,988.

ATTACHMENTS

None

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

South Water SPS is important infrastructure within Mount Forest's sanitary collection system and consistent with the vision established within the Township's most recent Sanitary System Master Plan and the Township's Development Charges Study.

Prepared By:	Matthew Aston, Director of Operations
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Recommended By:	Michael Givens, Chief Administrative Officer <i>Michael Givens</i>
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Staff Report

To: Mayor and Members of Council Meeting of August 26, 2019

From: Karren Wallace, Director of Legislative Services/Clerk

Subject: CLK 2019-030 Silver Fox Distillery Manufacturer's "By the Glass" liquor license application

RECOMMENDATION

THAT Council of the Corporation of Wellington North receive Report CLK 2019-030 being a report on Silver Fox Distillery Manufacturer's "By the Glass" liquor license application;

AND FURTHER THAT Council supports the application of Silver Fox Distillery for a Manufacturer's "By the Glass" Limited Liquor Sales Licence to be located at 7999 Wellington County Rd 109, Arthur, ON N0G 1A0.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

BACKGROUND

Silver Fox Distillery, located at 7999 Wellington County Road 109, is in the process of applying for a liquor license to support their initiative. The license they require is called a "By the Glass" license. This type of license allows Ontario wineries, breweries and distilleries to make an application to the Alcohol and Gaming Commission of Ontario (AGCO) for a Manufacturer's Limited Liquor Sales Licence to sell and serve their wine, beer and spirits to patrons for consumption at their manufacturing site.

The sale and service of the wine, beer and spirits must be primarily aimed at promoting the manufacturer's product and either providing an enhanced tourist experience or fulfilling an educational purpose and the hours are limited to 9:00 a.m. and 9 p.m. on any day and these hours may not be extended.

One of the requirements of the AGCO is for the applicant to provide confirmation the municipal Council has passed resolution in support of the issuance of the licence. As "By the Glass" applicants are exempt from the public advertising process, a municipal resolution is required to indicate the support of the local community.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report or passing a resolution.

ATTACHMENTS

None.

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:	Karren Wallace, Director of Legislative Services/Clerk	<i>Karren Wallace</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of August 26th, 2019

From: Chanda Riggi, Human Resources Manager
Chevonne Wright, Human Resources Assistant

Subject: REPORT HR 2019-003 Employee Service Awards and Retirement Recognition Program

RECOMMENDATION

THAT Council of the Township of Wellington North receive for information HR 2019-003 being a report on Employee Service Awards and Retirement Recognition Program;

AND FURTHER THAT Council adopt the Employee Service Awards and Retirement Recognition Program and associated policy.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Implementing formal and informal mechanisms for employee recognition offer the Township an opportunity to applaud the commitment, contributions and accomplishments of staff who have and continue to drive quality services daily and impact strategic directives.

The design and implementation of a formal recognition program was identified in the 2017 organizational review as it related to staff engagement, leadership and communication. It was again reaffirmed through an internal 2018 survey issued by the Wellness Committee.

We have worked to create an Employee Service Awards and Retirement Recognition program as one Township initiative to formally celebrate employee contributions that have been central to organizational success.

There are several benefits associated with a Service Award and Retirement Recognition Program and include:

- Driving employee engagement

- Improving employee and organizational performance
- Bolstering retention

The service award and retirement recognition program described below is based on designated service “milestones” that reflect years of service. Although designed in service milestones, it’s important to note that the core of the program is not necessarily to honour the amount of “time-served” but instead our people. The personal growth. The shared victories. The shared challenges. The relationships and shared lives.

Program Highlights:

The service awards and retirement recognition program are designed to be inclusive with full-time employees, part-time employees, seasonal employees and volunteer firefighters eligible to participate.

Service Awards - As an expression of appreciation, employees celebrating a service anniversary have the option to choose a gift according to their length of service. The first service award to be recognized will be at two (2) years, the second one at five (5) years, and thereafter, in five-year intervals as eligible service increases (i.e. 10, 15, 20, 25, 30, 35, 40 etc.).

Retirement Recognition - As an expression of appreciation, employees celebrating retirement have the option to choose a gift according to their length of service. Retiring employees will be recognized for their eligible years served at 10, 15, 20, 25, 30, 35, 40 and continued in five-year intervals.

We recognize that a career is built over time, with unique stages. Furthermore, people experience different emotions in each stage: what employees feel at year one (1) or year five (5) is different than what they feel at year twenty-five (25). With that in mind, we have attempted to design a program that honours the different career stages and year levels.

We are proposing to refresh the “traditional” service award program by recognizing milestone events that take place well before the five-year mark. A global study conducted by O.C. Tanner Institute (2017) sought people who had been at their jobs from one (1) to thirty (30) years and focused on how time has changed them.

The study guided our decision making and informed our design based on the information within the first five years of employment noted below:

“Year 1: This is the Learning Phase

In the first year employees are soaking up knowledge, details about various personalities, and insights into the likes and dislikes about the company, their manager and their team. Yet, they are still unsure of what the future holds.

Year 3: Feels like I'm Fitting In

Employees are beginning to feel like part of the team. They understand the dynamics of the people they work with. They have seen how their contributions impact others. And, they start to get curious about their future opportunities if they decide to stay.

Year 5: I Have Achieved Expertise

Confidence is high. Research shows the five-year mark is a vulnerable time as people start wondering "what's next?" They might also be looking for some excitement – learning has slowed, and a fresh challenge seem appealing." (Sturt and Nordstrom, 2017).

The above information coupled with data collected in 2018 from our American counterparts through the Bureau of Labor Statistics indicates that the average tenure of a salaried employee is 4.2 years. If we drill down into that data set, we identify that the average tenure drops to 2.78 years for employees 25-34 years old. In short, the above information indicates that there is a need for organizations to refresh the "traditional" service award model and support important milestones before the 5-year mark that are important to the employee lifecycle.

That said, the Township proposes to work with a third-party provider to source all service and retirement recognition awards. This process allows employees the flexibility to choose one (1) item from an array of options in their designated years of service category. This option allows a custom mix of awards creating a personalized approach to the award and better able to meet the needs of a diverse workforce. Examples of items an employee may chose from include electronics, jewelry, luggage, outdoor equipment, tools, kitchen items and so on. Wherever possible, the item of choice will be branded with Township insignia.

The Township will present qualifying service and retirement recognition awards annually at our holiday party in December of each year to publicly honour the contributions of employees and volunteer firefighters.

We propose to begin the recognition program in 2019.

FINANCIAL CONSIDERATIONS

Please note that within each service milestone (2 year, 5, 10, 15 etc.), prices range per gift option. The summary below is based on the average pricing per category and includes, the gift item, branding, shipping and taxes.

Furthermore, we have included a three-year cost projection:

Projected Award Cost for 2019: **\$4,400.00** (*includes a 1-time logo set-up fee*)

Projected Award Cost for 2020: **\$3,800.00**

Projected Award Cost for 2021: **\$7,300.00**

The financial costs associated with the recommendation will be accomplished within the current funds annually budgeted in the Human Resources Department.

OF NOTE:

The financial cost associated with the program are based on a static workforce. We know, for example, students may not return as they move on to higher education, which may reduce the cost associated with a 2-year and 5-year recognition milestone. That said, we believe positive employer branding, organizational culture and recognition will impact students in that they may consider the Township an Employer of Choice when considering future employment options.

Furthermore, the financial cost associated with program does not include a projection of those who may retirement. It is difficult to identify when an employee may consider retiring from the Township.

ATTACHMENTS

Employee Service Awards and Retirement Recognition Policy

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


Organizational "Infrastructure"

Review, align and integrate organizational behaviours, systems and practices to ensure consistent messages and desired destination (e.g. compensation, culture, employee development system, policies, conduct, collaboration etc.)

Prepared By:	Chanda Riggi, HR Manager Chevonne Wright, HR Summer Student	<i>Chanda Riggi</i> <i>Chevonne Wright</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

U.S. Department of Labor (2018). *Bureau of Labor Statistics News Release: Employee Tenure in 2018*. Retrieved from: <https://www.bls.gov/news.release/pdf/tenure.pdf>

Sturt, D. & Nordstrom, T. (2017, February 23) *8 Critical Career Stages Great Leaders Understand About Employees*. Retrieved from: <https://www.forbes.com/sites/davidsturt/2017/02/23/8-critical-career-stages-great-leaders-understand-about-employees/#4a17ce461e30>

	Section: Terms and Rules of Employment	Policy Number: TBD
	Subsection: Recognition	Effective Date: August 26, 2019
	Subject: Employee Awards and Recognition	Revision Date:
		Page(s): 1 of 3

Employee Service Awards and Retirement Recognition

Purpose:

The Township recognizes that employees play a key role in the achievement of the organizations mission, vision and strategic directions. In recognition of their contributions, the Township would like to express its gratitude by honouring milestones at designated service intervals in a consistent fashion.

Policy:

Service Award Eligibility

1. Service awards will be given to the following categories:
 - Full-time employees
 - Part-time employees
 - Seasonal employees
 - Volunteer Firefighters
2. Employees that do not have continuous employment will receive awards based on their most recent hire date. For the purposes of seasonal employees only “continuous employment” will be deemed to mean a return to a position with the Township each consecutive season without break.
3. For the purposes of service awards, any approved leave of absence, with or without pay, will be included in the service calculation provided there was no resignation. To be clear, approved leave of absences will not be considered a break in years of service.

4. Individuals serving the Township as an Independent Contractor do not have employee status and will not be considered for service awards.
5. Service award eligibility (i.e. years of service) is determined solely by this policy, not by standing collective agreements or vacation entitlements.
6. Service awards will be calculated from the date of hire up to and including December 31st of the current year. Awards will be established annually recognizing service anniversary dates that occur within the calendar year, January 1st to December 31st.
7. As an expression of appreciation, employees celebrating a service anniversary have the option to choose a gift according to their length of service. The first service award to be recognized will be at two (2) years, the second one at five (5) years, and thereafter, in five-year intervals as eligible service increases (i.e. 10, 15, 20, 25, 30, 35, 40 etc.).
8. Lost or damaged awards by employee's can be replaced at the employee's expense through Human Resources.

Retirement Recognition Eligibility

9. Retirement recognition awards will be based on the Service Award eligibility noted above with the following changes:
10. Full-time, part-time and seasonal employees must have at least ten (10) years of continuous service to be considered for a retirement recognition award. In addition, employees will be considered retired when accessing their pension or are 65 years of age or older for those employees who do not qualify for pension participation.
11. Volunteer firefighters must have at least ten (10) years of continuous service to be considered for a retirement recognition award. Given the context of volunteer firefighters, a resignation from Township fire services will be deemed a retirement after the ten (10) year service threshold.
12. Employees who retire and move to a seasonal or part-time role will not be further recognized by this policy.
13. Employees who retire in the same year they are eligible for a service award will receive a retirement recognition award only.
14. As an expression of appreciation, employees celebrating retirement have the option to choose a gift according to their length of service. Retiring employees will be recognized for their eligible years served at 10, 15, 20, 25, 30, 35, 40 and continued in five-year intervals.

Tax Implications for Awards

15. It is the Township's legal obligation to comply with the Income Tax Act. When the Township provides an award to an employee, the value of the benefit may have to be included in the employee's income. The Income Tax Act defines whether or not the award is taxable and the employer is responsible for determining whether the benefits they offer are taxable to their employees. The employer is responsible for adding the value of any taxable award to reportable income, and, withholding, remitting and reporting the required statutory deductions to Canada Revenue Agency (CRA).
16. Final determination of the tax implications of a benefit amount is subject to acceptance by the CRA. For employees who wish to dispute the taxability of an award, they may directly apply and obtain a ruling from the CRA. The Township will abide by any CRA rulings.

Procedure:

17. The Township works with a third-party provider to source all service and retirement recognition awards. This process allows employees the flexibility to choose one (1) item from an array of options in their designated years of service category.
18. Employees will receive an email notification from our provider reminding staff of their service or retirement anniversary date. The email will contain pertinent instructions and direct staff to the online platform in order to select their award of choice.
19. Employees that do not have computer access will be issued a letter from our provider reminding staff of their service or retirement anniversary date. The letter will contain pertinent instructions and direct staff to the online platform in order to select their award of choice. In this scenario, employees are encouraged to work with their supervisor to utilize a computer or can access the online platform from the convenience of their home.
20. All service and retirement recognition awards will be shipped to and stored at the Township Kenilworth office.
21. The Township will present qualifying service and retirement recognition awards annually at our holiday party in December of each year to publicly honour the contributions of employees and volunteer firefighters.

August 21, 2019

Memo To: Mayor Lennox and Council, Township of Wellington North

From: Susan O'Neill, Resident of Arthur, #GetInTouchForHutch Committee member

Re: Proposal for "Get In Touch For Hutch – Front Porch Festival"

Saturday, June 20, 2020

Since 2013 the organizers of the Canada Day event "Get in Touch for Hutch" 1K & 5K event has been well received by everyone involved.

Looking ahead to next year we would like to change our approach considerably. Myrna; Chairman of "Get In Touch for Hutch" Committee will be focussing on organizing 12 events that have a focus on mental health.

Rather than hold our annual race event, we'd like to organize a "Get In Touch For Hutch – Front Porch Festival" on Saturday, June 20th.

We plan to organize 4-5 homeowners and 4-5 musical groups. The musical group would set up on individual front porch's and play two; 30 to 45-minute sets of music. Attendees would arrive with their lawn chairs and sit on homeowners front or side lawns and listen to music. This is the 1st time we have organized an event as this so there are some 'movin parts' that aren't yet finalized. Note: we would not charge an admission and there would be no alcohol of any kind. Attendees would receive a map/overview of who is playing where. If they choose – they could listen for ten minutes, pick up their lawn chair and walk to the second location to listen to the music there. The first place to begin is with your approval.

Music and the support of community are two very strong therapeutical components in supporting someone struggling with Mental Health concerns. We appreciate all you have done to support our race event over the previous years and are certainly thankful for your consideration of this new initiative.

Sample itinerary of our proposed event is outlined below.

Date: Sat. June 20th

Time: 1pm – 4pm

5pm; Arthur Legion: Fish Fry, dance & wrap-up of the day's events.

Should you have any questions or comments, I can be reached via email at: susan_oneill@cooperators.ca or by phone 519-824-4400, extension 302234. Myrna and I could also make ourselves available to be present at an upcoming Wellington North Council meeting, should that be of assistance.

Sincerely,

Susan O'Neill, Resident of Arthur, home phone # 519-848-2903

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

BY-LAW NUMBER 075-19

BEING A BY-LAW TO REPEAL BY-LAW 110-18 BEING A BY-LAW TO AUTHORIZE TAX EXEMPTION FOR THE PROPERTIES OF THE ROYAL CANADIAN LEGION BRANCH 226 IN ARTHUR AND BRANCH 134 IN MOUNT FOREST

WHEREAS The Corporation of the Township of Wellington North wishes to repeal By-law 110-18

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:

1. That the Corporation of the Township of Wellington North hereby repeals By-law 110-18 being a By-law to authorize tax exemption for the properties of the Royal Canadian Legion Branch 226 in Arthur and Branch 134 in Mount Forest
2. This by-law shall be in force on the day of passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 26TH DAY OF AUGUST, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE CLERK

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

BY-LAW NUMBER 077-19

**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
AUGUST 26, 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 August 26, 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 26TH DAY OF AUGUST, 2019.**

**ANDREW LENNOX,
MAYOR**

**KARREN WALLACE,
CLERK**