

**THE CORPORATION OF THE**  
**TOWNSHIP OF WELLINGTON NORTH**  
**MINUTES OF COUNCIL**  
**JULY 24, 2017 @ 7:00 P.M.**  
**CLOSED MEETING SESSION @ 5:00 P.M.**

The meeting was held in the Plume Room, Mount Forest & District Sports Complex.

**Members Present:**

**Mayor:** Andy Lennox  
**Councillors:** Sherry Burke  
Lisa Hern  
Dan Yake

**Absent:**

**Councillor:** Steve McCabe

**Staff Present:**

**CAO:** Michael Givens  
**Clerk:** Karren Wallace  
**Executive Assistant:** Cathy Conrad  
**Chief Building Official:** Darren Jones  
**Economic Development Officer:** Dale Small

**CALLING TO ORDER**

Mayor Lennox called the meeting to order

**ADOPTION OF THE AGENDA**

**Resolution 2017-263**

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Agenda for the July 24, 2017 Regular Meeting of Council be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

None

**CLOSED MEETING SESSION**

**Resolution 2017-264**

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 5:00 p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:*

*(d) labour relations or employee negotiations*

*(b) personal matters about an identifiable individual, including municipal or local board employees*

**1. REPORTS**

a) *Pay Equity Report, Market Check and Organization Review with supporting documentation prepared by Ward Uptigrove*

- b) CAO verbal report on contract negotiations with Fire Chief
- c) Report CLK 025-17 being a report on animals at large (8167 Line 12)

2. REVIEW OF CLOSED SESSION MINUTES

- July 10, 2017

**CARRIED**

**Resolution 2017-265**

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 6:59 p.m.*

**CARRIED**

**RISE AND REPORT FROM CLOSED MEETING SESSION**

**Resolution 2017-266**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North direct staff to contract a change management consultant to review the implementation plan, create a staff and public communications plan and conduct change management training for Council and Staff;*

*AND FURTHER THAT Council and key staff be provided with leadership training.*

**CARRIED**

**Resolution 2017-267**

Moved: Councillor Yake

Seconded: Councillor Burke

*THAT Council of the Township of Wellington North approve the Ward & Uptigrove job evaluation tool as attached, effective July 1, 2017 to be utilized as the Wellington North methodology for the current and future job evaluations to achieve internal and statutory pay equity for non-union positions and statutory pay equity for the union positions.*

**CARRIED**

**Resolution 2017-268**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT Council of the Township of Wellington North Approve and implement the new non-union pay administration policy effective July 1, 2017, as presented as Appendix F (attached) in the confidential Compensation and Organizational Review report prepared by Ward Uptigrove dated July 10, 2017.*

**CARRIED**

**Resolution 2017-269**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT Council of the Township of Wellington North approve the new non-union pay band structure moving from 7 steps to 5 steps;*

*AND FURTHER THAT Council direct staff to implement the market check and job evaluations for all existing and recommended non-union positions as set out in Appendix H attached.*

**CARRIED**

**Resolution 2017-270**

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT Council of the Township of Wellington North direct staff to develop and implement a plan to improve engagement, leadership and communications.*

**CARRIED**

**Resolution 2017-271**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT Council of the Township of Wellington North direct staff to review the recommendations in the confidential Compensation and Organizational Review report prepared by Ward Uptigrove dated July 10, 2017 on or before July 2018, to ensure all approved recommendations have been implemented.*

**CARRIED**

**Resolution 2017-272**

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT Council of the Township of Wellington North appoint Cathy Conrad as a Deputy Clerk for the Township of Wellington North;*

*AND FURTHER THAT Cathy Conrad, Deputy Clerk will report to the Clerk;*

*AND FURTHER THAT a by-law appointing Cathy Conrad as Deputy Clerk be brought to a future meeting of Council.*

**CARRIED**

**Resolution 2017-273**

Moved: Councillor

Seconded: Councillor

*THAT Council of the Township of Wellington North direct Senior management to proceed with cross training opportunities in key customer support departments to provide enhanced customer service through a collaborative pooled approach.*

**CARRIED**

**Resolution 2017-274**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT Council of the Township of Wellington North approve and authorize the confidential direction provided to staff in the closed session meeting related to the confidential recommendations contained in the report prepared by Ward & Uptigrove, dated July 10, 2017.*

**CARRIED**

**Resolution 2017-275**

Moved: Councillor Burke  
Seconded: Councillor Hern

*THAT report CLK 2017-025 being a report on Animals at Large (8167 Line 12) be received; AND FURTHER THAT Council of the Corporation of the Township of Wellington North approve and authorize the confidential direction provided to staff in closed session.*

**CARRIED**

**Resolution 2017-276**

Moved: Councillor Burke  
Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of April 24, 2017.*

**CARRIED**

**O' CANADA**

**AWARDS / RECOGNITION/ DECLARATIONS**

None

**PRESENTATIONS**

None

**ADOPTION OF MINUTES OF COUNCIL**

**Resolution 2017-277**

Moved: Councillor Burke  
Seconded: Councillor Hern

*THAT the minutes of the Regular Meeting of Council held on July 10, 2017 be adopted as circulated.*

**CARRIED**

**BUSINESS ARISING**

1. Councillor Hern, Notice of Motion July 10, 2017 Council Meeting regarding review of remuneration paid to the Municipal Poundkeeper

**Resolution 2017-278**

Moved: Councillor Hern  
Seconded: Councillor Burke

*WHEREAS The Contract Position of Municipal Poundkeeper is relatively new and the full scope of the position was not fully anticipated at the passing of the bylaw and the contract, and*

*WHEREAS the duties have proven that a call to a location could last several hours, and could also be dangerous requiring specialized livestock handling skills, and*

*WHEREAS the Municipal Poundkeeper is currently compensated at a flat rate of \$75 plus mileage whether he or she is working for one hour or many hours and this may not be adequate for the duties performed;*

*THEREFORE BE IT RESOLVED THAT the Council of the Township of Wellington North direct staff to prepare a report on remuneration paid to the Municipal Poundkeeper.*

**CARRIED**

2. Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, correspondence dated April 12, 2017 regarding removal of tax-exempt portion of remuneration paid to local officials

**Resolution 2017-279**

Moved: Councillor Hern

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North support the letter from Cheryl Gallant, Member of Parliament regarding the Trudeau Liberals removing the tax-exempt portion of remuneration paid to local officials from their 2017 Federal Deficit Budget;*

*AND FURTHER THAT copies of this resolution be forwarded to Premier of Ontario, Kathleen Wynne; local MP, John Nater; MP, Cheryl Gallant; and the Association of Municipalities of Ontario.*

**CARRIED**

**DEPUTATIONS**

None

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

Items 2a, 3a, 5a, 5b, 5d, 5e, 5g

**ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

**Resolution 2017-280**

Moved: Councillor Hern

Seconded: Councillor Burke

*THAT all items listed under Items for Consideration on the July 24, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

1. MINUTES
  - a. *Drinking Water Source Protection Committee Minutes, February 3, 2017 be received.*
  - b. *Growth Management Steering Committee Meeting #1 Minutes, April 12, 2017 be received.*
  - c. *Wellington North Growth Management Strategy Background Report, July 5, 2017 be received.*
2. BUILDING
  - b. *Report CBO 2017-11 Building Permit Review period ending June 30, 2017 be received.*
3. ECONOMIC DEVELOPMENT
  - b. *Report EDO 2017-18 Community Improvement Program, dated July 24<sup>th</sup>, 2017, with regards to the Community Improvement Program be received;*  
*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant of \$2,500 under the Façade Improvement Grant*

*Program as a result of the improvements made to the building at 171 Smith Street in Arthur, home to Erni's Place restaurant.*

4. FINANCE
  - a. *General Fund Summary Report, Budget vs Year-to-Date Actual Ending June 30, 2017 be received.*
  - b. *Cheque Distribution Report dated July 18, 2017 be received.*
5. ADMINISTRATION
  - c. *Report CLK 2017-022 being a report on Smoke Free Workplace Policy be received; AND FURTHER THAT Council approve the Smoke Free Workplace Policy 03-17.*
  - f. *Report CLK 2017-026 being a report on the acquisition of a deviation road be received; AND FURTHER THAT Council authorizes the Mayor and Clerk execute all documentation required to complete the acquisition.*
  - h. *Correspondence from Wesley Haramule, Post Time Pub & Grill, dated June 30, 2017, regarding Buzz's Annual Charity Bike Run in support of Grove's Memorial Hospital be received.*

**CARRIED**

### **CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION**

#### **Resolution 2017-281**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North grant Reeves Construction Limited, for Phase 1 and for Phase 2 of the Albert Street Estates Subdivision (Ruby's Crescent) in the community of Mount Forest, Final Acceptance for Stage 4; AND FURTHER THAT the Corporation of the Township of Wellington North grant Reeves Construction Limited, for the Albert Street Estates Subdivision in the community of Mount Forest, final release of the remaining \$60,000 in securities.*

**CARRIED**

#### **Resolution 2017-282**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2017-17 being a report on the Live and Work Wellington Licensing Agreements; AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into the Agreement with the Corporation of the County of Wellington.*

**CARRIED**

#### **Resolution 2017-283**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2016-019 being a report on Wellington North Power Inc. Loan Application approval; AND FURTHER THAT the Council of the Corporation of the Township of Wellington North, as the primary shareholder, grants approval to Wellington North Power Inc. to borrow up to*

*\$1,700,000 from Infrastructure Ontario to finance the demolition, re-build and energization of Municipal Substation #3.*

**CARRIED**

**Resolution 2017-284**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2016-020 being a report on lease agreement for the OPP Training Centre in Kenilworth;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North directs the CAO to authorize the offer presented by CBRE Limited on behalf of Infrastructure Ontario with the below terms:*

- 1. Extension options-Township (landlord) has the option to extend the lease beyond February 28, 2023, for a maximum period of 5 years. The Township will provide written confirmation of their intentions, extend lease or terminate lease, 6 months' prior.*
- 2. Net rent of any extension shall be determined by mutual agreement as of the date which is six (6) months prior to the expiry of the current lease term, or failing such agreement, by arbitration in accordance with the Lease.*

**CARRIED**

Council directed staff to amend Kennel By-law Number 046-17 to remove the requirement for Kennel Staff to obtain a criminal record check, the requirement to licence dogs within a kennel and change the frequency of criminal record check for owner/operators to every three years.

**Resolution 2017-285**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-023 being a report on Kennel By-law 046-17.*

*AND FURTHER THAT staff be directed to place By-law 046-17 on the next meeting of Council for third and final reading.*

**CARRIED**

**Resolution 2017-286**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-024 being a report regarding a petition for drainage works under the Drainage Act on North part Lot 3, Concession 10 (formerly West Luther);*

*AND FURTHER THAT Council of the Township of Wellington North approves the request for a municipal drain;*

*AND FURTHER THAT Council appoints K. Smart & Associates Limited as the engineer and directs them to prepare report pursuant to the Drainage Act.*

**CARRIED**

**Resolution 2017-287**

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-027 being a report on the summer student archivist assigned duties for information.*

**CARRIED**

**NOTICE OF MOTION**

None

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Burke announced that the Fireworks Festival was a good event and is considered to be a success.

Councillor Yake informed Council that the Blacksmith Committee has been doing a lot of clean up, trimming of bushes and grass cutting around the building as well as tidying up inside the buildings. An old car was removed and is now for sale to raise some funds for the project.

Councillor Yake announced that our community lost two outstanding citizens last week. Mary Schmidt was one of the biggest advocates for the community that he has ever seen, As president of the Arthur Chamber of Commerce, she came to Council many times and was rarely turned down. Ivan Fair was a firefighter for 50 years with the Arthur Station and was a valuable member of the Department. Councillor Yake requested that a short pause be held to reflect their contributions to our community.

Councillor Hern commented that Gerald and Mary Townsend conducted a milk run in Arthur on July 15.

Mayor Lennox announced that community meetings for the Recreation Master Plan and the Community Growth Plan will be held in the near future.

**BY-LAWS**

**Resolution 2017-288**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 054-17 being a by-law to authorize the purchase of real property be read a First, Second and Third time and enacted. (Part Lot 25, Concession 4, being Part 2 on Plan 61R-21140, formerly Township of Arthur)*

**CARRIED**

**CONFIRMATORY BY-LAW**

**Resolution 2017-289**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT By-law Number 055-17 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 July 24, 2017 be read a First, Second and Third time and enacted.*

**CARRIED**

**ADJOURNMENT**

**Resolution 2017-290**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Regular Council meeting of July 24, 2017 be adjourned at 7:50 p.m.*

**CARRIED**

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**CLERK**

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**MAYOR**