



Township of Wellington North

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

Administration & Finance Committee

Monday, January 19, 2015

5:00 p.m.

Municipal Office Council Chambers, Kenilworth

AGENDA

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AGENDA ITEM	PAGE NO.
<u>CALLING THE MEETING TO ORDER</u> - Councillor Burke, Chair	
<u>PASSING AND ACCEPTANCE OF AGENDA</u>	
<u>DECLARATION OF PECUNIARY INTEREST</u>	
<u>DELEGATION</u> Mount Forest Louise Marshall Hospital Foundation – Capital Campaign	
<u>ADMINISTRATION</u> Township of Wellington North Joint Health and Safety Committee - Annual Report - 2014 Report from Karren Wallace, Clerk - Report CLK 2015-003 Provision of Notice, Section 270 of the <i>Municipal Act, 2001</i> Report from Karren Wallace, Clerk - Report CLK 2015-004 Closed Meeting Investigation and Reporting Policy	1 3 8

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Report from Michael Givens, CAO CAO 2015-02 Township Ward Boundaries	15
Report from Michael Givens, CAO - CAO 2015-03 Township of Wellington North Grants/Donations/Waiver of Fees 2015	17
CAO verbal report - Wellington North Accommodation Review Update	
<u>FINANCE</u>	
2014 Budget vs. Year to Date-December 31, 2014	22
Treasurer update 2015 Budget (to be tabled at meeting) - Operating Budget Summary - Capital Budget Update	
<u>CLOSED MEETING SESSION</u>	
Personal matters about an identifiable individual, including municipal or local board employees. 239 (2)(b) 2 items	
Labour relations or employee negotiations. 239 (2)(d)	
Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. 239 (2)(e)	
<u>NEXT MEETING DATE</u>	
<u>ADJOURNMENT</u>	
Michael Givens, Chief Administrative Officer	

HOSPITAL EXPANSION FUNDING

WELLINGTON NORTH - SPEAKING NOTES

PROJECT

- Campaign Committee has been asked to raise \$5 million to help support the redevelopment of the Emergency and Ambulatory Care Departments.
- This capital project is imperative to the long-term viability of our local healthcare system.
- Ministry of Health covers 90% of the “Bricks & Mortar” – remaining 10% as well as 100% of the equipment costs must be borne by the local community. The Ministry requires the community portion to be raised as a key component of the project approval process.

ECONOMIC DEVELOPMENT

- Healthcare is a major economic driver in our community. Modernizing and expanding our healthcare facilities is critical to the infrastructure and economic growth of Wellington North.
- According to the Economic Development Committee (EDC), healthcare is the largest employer in the municipality.
- As a key factor in economic growth, modern healthcare services help attract:
 - Business & manufacturing (see attached letter from Vintex)
 - New families and retirees
 - New physicians and other medical specialists.
- Net result is an increase in the tax base of the municipality, which helps offset any increases in the local mill rate.
- Local funding of healthcare is consistent with the current objectives of the EDC.
- Financial participation from all levels of government is required on most major infrastructure projects of any nature to ensure success.

HOSPITAL EXPANSION FUNDING

LOCAL PATIENT CARE

- 75% of patients at our local hospital are from Wellington North, including a large percentage of the Mennonite community who require healthcare facilities within easy travel distance.
- This project is not just for the immediate, but it is a project for our children and grandchildren.
- In the past 12 months, ER, clinics and day surgery have all experienced a sizeable increase in patient numbers.

MUNICIPAL FUNDING

- In a recent survey of area hospitals, 100% responded that they receive municipal funding from surrounding municipalities. 5 out of 6 responded that for major campaigns, their municipal support made a significant difference. Several indicated that they receive both municipal and county support for the same campaign.
- The hospital redevelopment is a “*once in a generation*” project. It has over 40 years since the hospital has asked the local municipality for assistance.
- Funds used for capital projects are essentially an investment in our future and not just an expenditure.
- This will provide a legacy of growth and ensure that our community can continue to thrive.



1 MOUNT FOREST DRIVE
MOUNT FOREST, ONTARIO CANADA N0G 2L2
TEL: 519-323-0100 FAX: 519-323-0333
WWW.VINTEX.COM

Ms. Sandra Hanmer
Chief Executive Officer
Waterloo Wellington Local Health Integration Network
55 Wyndham Street North, Suite 212
Guelph, Ontario
N1H 7T8

December 1st, 2009

emailed: <http://www.waterloowellingtonlhin.on.ca/>

Dear Ms. Hanmer,

Having just read the November 25th, 2009 article in The Confederate entitled “People urged to show support for local hospitals” I thought it important to add Vintex’s voice to the ongoing discussions regarding local healthcare in Mount Forest.

Vintex employs over 100 team members many of whom reside in the areas serviced by the Mount Forest and Palmerston hospital. Since the company’s arrival to Mount Forest in 1995 access to family doctors has not been possible for many of our team members. As such they have always benefited from the timely and professional care received through their local hospital emergency room. In addition, as an employer we too benefit from a local emergency room to treat our team members should they sustain a work place injury. Although we strive for zero accidents our team members on occasion have had to utilize this important service. My point is a local active hospital with 7/24 emergency room service is a vital community service for our team members and their families as well as an important extension of providing our team a healthy and safe work place environment.

Today as the world becomes more global, companies have more choices about where they set-up shop. A good employer will consider numerous things when deciding upon a location for their business in addition to just site and building quality. These would include education, quality of local work force, community and cultural offerings and access to healthcare. Vintex would view any material change in our local hospitals service offering as another factor to consider as it continues its quest to remain competitive in the global textile market.

Regards,

T. Steven Wood
President & CEO
Vintex, Inc.

c.c.: Mr. Jerome Quenneville
President & CEO
North Wellington Health Care

Township of Wellington North

.....where safety matters!

JOINT HEALTH AND SAFETY COMMITTEE **Annual Report - 2014**

The Township of Wellington North and its' employees have established a Joint Health & Safety Committee under the Occupational Health & Safety Act. The Committee consists of six representatives, 3 Management representatives and 3 Worker representatives.

This committee meets on the second Thursday of each month to:

- Review any workplace inspections performed. There are 16 workplaces to be inspected quarterly
 - Review any accidents or incidents that have occurred.
 - Make recommendations to aid in maintaining the safety of all workers.
 - Provide annual reviews of any Township Policies & Procedures, regarding worker safety.
 - Keep up to date on the OH&S Act & Regulations.
-

In 2014 the Joint Health & Safety Committee:

- Did quarterly inspections, resulting in the inspection of 10 of the 16 workplaces in the Township of Wellington North totaling 17 inspections. (*See chart following for details.*) They corrected safety risks as they went or made recommendation when required, to keep staff safe.
- Total Recommendations made in 2014: 22. Total Current, Outstanding Items in 2014: 1
- Reviewed a total of 1 Incident or Accident report received and made recommendations to help limit future risk.
- Provided all employees with a subscription to "Comfort Zone". This is a monthly magazine geared toward Health & Safety in everyday life at work & home.
- Purchase 2014 Pocket Ontario OH&S Act & Regulation pocket books for all facilities, C.A.O. and Joint Health & Safety Committee Members.
- Reviewed "**Policy Number 36, Workplace Violence Prevention Policy**"
 - Reviewed the Hazard/Risk Assessment Forms received from Michael Givens
 - Recommended these forms be provided to Supervisors & Directors, with a verbal explanation, in order for Supervisors to have staff fill out and then return to the Health & Safety Committee for review.
 - Next step will be to begin Workplace Risk Assessments.
- Reviewed the "**Township of Wellington North Employee Occupational Health & Safety Policy**". This Policy was then amended and submitted to C.A.O. Mike Givens for review.
 - As a result of the above review the Committee recommended that the Township of Wellington North implement a "Confined Space Program".
 - Committee reviewed a draft copy of a Confined Space Program, provided by Mike Givens, C.A.O. and returned memo with questions asking for a meeting to discuss.
- 3 Members of the Committee attended the Partners in Prevention Conference, in October, at Bingemans in Kitchener. They attended various seminars regarding Health & Safety.

Looking towards 2015; the Joint Health & Safety Committee plans to continue working towards completing the policies discussed above as well as start review of the “Agreement and Terms of Reference for the Structure and Function of the Joint Health & Safety Committee”.

2014 Health & Safety Committee Inspections

	JANUARY	APRIL	JULY	OCTOBER
Arthur & Area Aquatic Centre	Not Applicable	Not Applicable	None	Not Applicable
Arthur Community Centre	None	April 9 Cathy & Tammy	July 24 Cathy & Tammy	Nov. 12 Barry & George
Arthur Pioneer Cemeteries	Not Applicable	None	July 4 Andy & George	None
Arthur Water Treatment Plant	None	Apr. 9 Cathy & Tammy	None	Nov. 12 Barry & George
Arthur Wells #7 & 8	None	None	None	Nov. 12 Barry & George
Arthur Works Yard	None	Apr. 9 Cathy & Tammy	None	Nov. 12 Barry & George
Damascus Hall	None	None	None	None
Kenilworth Admin. Office	None	May 8 Andy & George	July 4 Andy & George	None
Kenilworth Works Yard	None	May 8 Andy & George	July 4 Andy & George	None
MF Cemetary	Not Applicable	None	None	None
MF Sports Complex	None	None	None	Oct. 29 Andy & Tammy
MF Pool	Not Applicable	Not Applicable	None	Not Applicable
MF Water Treatment Plant	None	None	None	None
MF Wells 3, 4, 5 & 6	None	None	None	None
MF Works Yard	None	None	None	Oct. 29 Andy & Tammy
West Luther Works Yard	None	May 8 Andy & George	July 4 Andy & George	None
16 Locations (6 Not Inspected in 2014)	0	6	5	6
Total Inspections Done	17			

Note:

All Wells are Inspected Monthly by Water & Sewer Department. All of these Inspection Reports are submitted to Health & Safety Committee.



Township of Wellington North

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**TO: ADMINISTRATION AND FINANCE COMMITTEE
MEETING OF JANUARY 19, 2015**

FROM: Karren Wallace, Clerk

**SUBJECT: REPORT CLK 2015-003 Provision of Notice, Section 270
of the *Municipal Act, 2001***

RECOMMENDATION

THAT CLK Report 2015-003 Provision of Notice under Section 270 of the *Municipal Act, 2001* be received;

AND FURTHER THAT a By-law be passed to prescribe the form, manner and times for the provision of notice;

AND FURTHER THAT the Provision of Notice policy as set out in Schedule A to this report and the by-law be adopted;

AND FURTHER THAT By-law 68-02 be repealed

PREVIOUS REPORTS PERTINENT TO THIS MATTER

2002 Report to By-law 68-2002

BACKGROUND

NOTE: This report was inadvertently omitted from the January 12, 2015 Council agenda. At the January 12, 2015 meeting of Council, By-law Number 002-15, being a by-law to prescribe the form and manner and times for the provision of notice and to repeal By-law Number 68-02 was passed.

Providing adequate and reasonable notice to the public is an essential element to promoting accountability and transparency within local government.

The Township of Wellington North By-law 68-02, being a by-law to Prescribe the form, manner and times for the provision of notice, was developed to meet the requirements of the *Municipal Act, 2001* (the Act). The Act at that time had very specific requirements as to when notice had to be provided.

Bill 130, the *Municipal Statute Law Amendment Act, 2006*, came into force on January 1, 2007 and made substantive changes to the *Municipal Act, 2001*, including changes to notice requirements.

Accordingly By-law 68-02 is out of date.

Section 270 (1) 4 of the Act now provides:

270 (1) A municipality shall adopt and maintain policies with respect to the following matters:

4. The circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

Whenever notice is required pursuant to the Act, the municipality must adhere to that legislative requirement. Therefore passing a by-law to provide notice to mirror the legislation or regulations is not necessary.

If the Act provides that notice must be given, but provides no legislation or regulation as to the form, manner or times for the provision of notice, the municipality must set those out in a municipal policy where it is not already contained in a municipal policy or by-law.

FINANCIAL IMPACT:

There would be financial impact realized as a result of some notices being published in a printed publication. There would be an amount budgeted annually for this cost.

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace

Michael Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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TOWNSHIP OF WELLINGTON NORTH

POLICY AND PROCEDURE MANUAL

DEPARTMENT	Clerk	POLICY NUMBER
SECTION	Administration	EFFECTIVE DATE: January 13, 2015
SUBJECT	Provision of Notice	
AUTHORITY	Municipal Act, 2001, Section 270	

POLICY

Notice Provision Policy to establish public notice provision for matters in the *Municipal Act, 2001*, (the Act) that directly affect the public that are not otherwise prescribed by legislation, regulation, policy or by-law.

PURPOSE

The *Municipal Act, 2001* (the Act) requires that all municipalities adopt and maintain a policy with respect to public notice. The purpose of this policy is to set out the circumstances in which the Township of Wellington North will provide to the public minimum notice requirements in the *Municipal Act, 2001* that are not otherwise prescribed by legislation, regulation, policy or by-law.

DEFINITIONS IN THIS POLICY

- “Act” shall mean the *Municipal Act, 2001*
- “Clerk” shall mean the Clerk and/or Deputy Clerk of the Township of Wellington North
- “Electronic” includes created, recorded, transmitted or stored in digital form in other intangible form by electronic, magnetic or optical means or by any other means
- “Municipality” shall mean the Township of Wellington North
- “Notice” shall mean a written, printed, published or electronic notification/announcement
- “Publication” shall mean a printed publication with regular circulation at intervals not longer than once weekly, which in the opinion of the Clerk, has sufficient content and distribution in the municipality so as to provide reasonable notice to the community at large

PURPOSES REQUIRING PROVISION OF NOTICE

Notice shall be given for the following purpose:

- *Naming of private roads (Section 48 of the Act)
- *Closure of a road (Section 34 of the Act)
- Licensing-including but not limited to businesses, kennels, taxis, tow trucks (Section 150 of the Act)
- Fees and Charges (Section 391 of the Act)
- Adoption of the annual budget (Section 290 of the Act)
- Council vacancy (Section 263 of the Act)
- Change in Council composition (Section 217 of the Act)

*In the case of renaming a private road or closure of a road, individual notice shall be given to all parties with addresses on the affected road.

*This process shall not apply to highways that are being dedicated/named through draft plan approval-subdivision and condominium.

MANNER OF NOTICE

Where a by-law is to be passed or a public meeting is required under this policy, the Clerk shall cause such notice to be published in a printed and/or electronic format.

TIME OF NOTICE

Where a by-law is to be passed or a public meeting is required under this policy, notice shall be given at least fourteen (14) calendar days prior to the proposed action being taken.

FORM OF NOTICE

Where a by-law is to be passed or a public meeting is required under this policy, the form of notice shall include:

A description and purpose of the public meeting;
The purpose and effect of the proposed by-law;
The date, time and location of the public meeting;
Where the purpose of the public meeting or proposed by-law is related to specific lands, a key map showing the affected lands;

FURTHER NOTICE NOT REQUIRED

If the proposed by-law is not passed at the Council meeting specific in the notice provided, but consideration of the matter is deferred, no further notice is required under this policy provided a public statement is made at the subject meeting that the matter has been deferred to a future meeting of Council.

DISCLAIMER

The Township of Wellington North is not responsible for failure to provide notice pursuant to this policy if the failure is the result of power failure, electronic communication or other reasons outside the control of the municipality.

GENERAL PROVISIONS

Where separate by-laws and policies have been enacted related to provisions of notice in accordance with the Act, the provisions in such by-law and policies shall prevail.

This policy shall not prevent the municipality from using more comprehensive methods of notice or a longer notice period.

EMERGENCY PROVISION

If a matter arises, which in the opinion of a Senior Municipal Official, in consultation with the Mayor or designate, is considered to be urgent or time sensitive in nature, or which could affect the health or well-being of the residents of the municipality, or if an emergency declaration is made or if so advised by a Provincial Ministry, the notice requirements of this policy may be waived and the said Senior Municipal Official shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.



Township of Wellington North

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**TO: ADMINISTRATION AND FINANCE COMMITTEE
MEETING OF JANUARY 19, 2015**

FROM: Karren Wallace, Clerk

**SUBJECT: REPORT: 2015-004
Closed Meeting Investigation and Reporting Policy**

RECOMMENDATION

THAT the Administration and Finance Committee recommend that Council approve and adopt the Closed Meeting Investigation and Reporting Policy.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report CLK 2015-001 Closed Meeting Investigator

BACKGROUND

In 2008 a closed meeting investigation policy was adopted by the municipality.

On January 12, 2015 Council received Report CLK 2015-001 with respect to the Closed Meeting Investigator and entered into an agreement with the County of Wellington and other lower tier municipalities in the County to appoint Mr. John Maddox, JGM Consulting as the meeting investigator.

As a result of the appointment the policy required updating with current information.

A draft of the policy is attached as Schedule A to this report.

PREPARED BY:

Karren Wallace

RECOMMENDED BY:

Michael Givens

**KARREN WALLACE
CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



Township of Wellington North

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SCHEDULE 'A'



TOWNSHIP OF WELLINGTON NORTH POLICY AND PROCEDURE MANUAL

DEPARTMENT	Clerk	POLICY NUMBER 2015-001
SECTION		EFFECTIVE DATE: January 1, 2015
SUBJECT	Closed Meeting Investigation and Reporting policy	
AUTHORITY	Municipal Act, 2001, Sections 238.2 and 239	

POLICY

The Township of Wellington North is committed to ensuring that any request for an investigation under Section 239 of the *Municipal Act, 2001* is dealt with in a fair, open and expeditious manner.

The municipality commits to full co-operation including the provision of all information requested by the meeting investigator (the Investigator), either written or through interviews, to assist the Investigator in his investigations.

The municipality commits to including any report received from the Investigator related to an investigation under the Act, on a public agenda and to considering such report in an open public meeting of Council or a Committee of Council pursuant to the Act.

The policy shall be posted on the municipal website (<http://wellington-north.com/>) and available from the Municipal Office during regular office hours at 7490 Sideroad 7 W, Kenilworth, ON N0G 2E0

This policy applies to all local Boards as defined in the *Municipal Act, 2001*.

BACKGROUND

The municipality has entered into a shared servicing agreement with the County of Wellington and other lower tier municipalities and appointed John Maddox, JGM Consulting, as the Investigator for the municipality. An appointment by-law will be brought to the first meeting of Council after the County of Wellington has passed their appointment by-law. Mr. Maddox is authorized to conduct investigations upon receipt of a complaint to determine if a local board has complied with section 239 or a procedure by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation.



Township of Wellington North

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

COMPLIANTS PROCEDURES

Members of the public may submit complaints directly to the Investigator in order to commence an investigation to determine if a local board has complied with section 239 or a procedure by-law under subsection 238 (2) of the Act in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation.

The identity of the complainant will be confidential unless the complainant gives written authorization to release their identity.

Complaint forms can be downloaded from the municipal website (<http://wellington-north.com/>) or can be picked up from the municipal office during regular business hours.

Complaints may be submitted on the complaint form or in writing to the Clerk or directly to the Investigator:

- By delivery to the Clerk in a sealed envelope clearly identified as a complaint under Section 239 of the Municipal Act, 2001 to:
Clerk, Township of Wellington North
P.O. Box 125, 7490 Sideroad 7 West
Kenilworth, ON N0G 2E0

OR

- By mail directly to:
John Maddox, JGM Consulting
Municipal Closed Meeting Investigator
99 Edgevalley Road, Unit 42
London, ON N5Y 5N1

Completed complaint forms will not be accepted by facsimile, email or other electronic means.

Inquiries only may be submitted by email to John Maddox maddoxjo@sympatico.ca or by telephone at 519-951-0330 during regular office hours.



Township of Wellington North

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

All complaints must contain:

- Name of municipality
- Complainant's name, mailing address, telephone number and email address (if applicable)
- Date of closed meeting under consideration
- Nature and background of the particular occurrence
- Activities undertaken (if any) to resolve the concern
- Other relevant information
- Authorization to release identity of complainant (not mandatory)
- Original signature

When complaints are submitted directly to the Clerk, the Clerk shall follow these procedures:

- Take all measures to ensure the envelope remains sealed and its contents remain confidential;
- Assign a file number and record the number on the outside of the envelope
- Log the file number together with the date and time received;
- Forward the complaint to the Investigator by regular mail within one business day

The municipality shall provide the following or any other information or documentation as requested by the Investigator:

- Certified copy of notice of meeting
- Certified copy of agenda
- Certified copy of the minutes of the meeting
- Relevant resolutions
- Municipal contact list, containing department heads and elected officials
- Other information as requested

RESPONSE TIME:

Upon receipt of a complaint the Investigator shall have 30 days in which to respond to the complainant.

DELEGATION:

Upon completion of an investigation, the Investigator shall present his report at a regularly scheduled Township Council meeting.

The Investigator will report on all complaints received. The Investigator will advise the Township when he has received a complaint.

STAFF SUPPORT:

Should it be required, the Clerk's Department will provide assistance with photocopying, mailing, etc. No staff assistance will be provided beyond routine information retrieval.



Township of Wellington North

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COMPLAINT FORM
MUNICIPAL INVESTIGATION
IN ACCORDANCE WITH
Section 239 of the *Municipal Act, 2001*

PLEASE FORWARD COMPLETED FORMS TO:

John Maddox, JGM Consulting
Municipal Closed Meeting Investigator
99 Edgevalley Road, Unit 42
London, ON N5Y 5N1



Township of Wellington North

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

COMPLAINT FORM FOR MUNICIPAL INVESTIGATION
Section 239 of the Municipal Act, 2001

COMPLAINANT NAME			
ADDRESS			
TELEPHONE			
HOME		WORK	
EMAIL			

Do you authorize your identity being released during the Investigation YES NO

- Personal information is collected under the authority of Section 239 of the Municipal Act, 2001 and will be used by the Investigator to carry out an investigation under the Act.

NAME OF MUNICIPALITY	
DATE OF CLOSED MEETING	
MUNICIPAL CONTACT NAME	
TELEPHONE	

BACKGROUND	This should provide as much information as is required to explain the nature and background of the particular occurrence



Township of Wellington North

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ACTION	Activities the complainant has undertaken to resolve the matter, if any

SUMMARY/COMMENTS

Signature of Complainant

Date



Township of Wellington North

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**TO: ADMINISTRATION AND FINANCE COMMITTEE
MEETING OF JANUARY 19, 2015**

**FROM: MICHAEL GIVENS
CAO**

SUBJECT: CAO 2015-02 TOWNSHIP WARD BOUNDARIES

RECOMMENDATION

THAT the Administration and Finance Committee receive for information report CAO 2015-02 Township Ward Boundaries;

AND FURTHER THAT the Administration and Finance Committee recommend Council direct staff to further investigate the Township of Wellington North ward boundaries and the process required to make changes to the existing ward boundaries in advance of the next Municipal Election.

PREVIOUS REPORTS/CORRESPONDENCE PERTINENT TO THIS MATTER

- N/A

BACKGROUND

During the recent election and specifically at an all candidates meetings, there was discussion surrounding the current Ward Boundaries that exist within the Township. Additionally, election staff noted that there were many enquiries about Wards during the election. Many residents are unaware what Ward they reside or own property in and where therefore unclear about which candidates they were eligible to vote for.

The current wards are as described below-

WARD 1

NORTH-WESTERLY PORTION OF THE TOWNSHIP OF WELLINGTON NORTH, WEST OF THE CENTRE LINE OF PROVINCIAL HIGHWAY # 6 AND NORTH OF THE CENTRE LINE OF SIDEROAD 5 WEST OF THE FORMER TOWNSHIP OF ARTHUR



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WARD 2

NORTH-EASTERLY PORTION OF THE TOWNSHIP OF WELLINGTON NORTH, EAST OF THE CENTRE LINE OF PROVINCIAL HIGHWAY # 6 AND NORTH OF THE CENTRE LINE OF SIDEROAD 5 EAST OF THE FORMER TOWNSHIP OF ARTHUR AND NORTH OF THE CENTRE LINE OF LINE 10 OF THE FORMER TOWNSHIP OF WEST LUTHER.

WARD 3

SOUTH-WESTERLY PORTION OF THE TOWNSHIP OF WELLINGTON NORTH, WEST OF THE CENTRE LINE OF PROVINCIAL HIGHWAY # 6 AND SOUTH OF THE CENTRE LINE OF SIDEROAD 5 WEST OF THE FORMER TOWNSHIP OF ARTHUR

WARD 4

SOUTH-EASTERLY PORTION OF THE TOWNSHIP OF WELLINGTON NORTH, EAST OF THE CENTRE LINE OF PROVINCIAL HIGHWAY # 6 AND SOUTH OF THE CENTRE LINE OF SIDEROAD 5 EAST OF THE FORMER TOWNSHIP OF ARTHUR AND SOUTH OF THE CENTRE LINE OF LINE 10 OF THE FORMER TOWNSHIP OF WEST LUTHER.

A map depicting the Wards will be provided at the meeting.

The Municipal Property Assessment Corporations (MPAC) current figures of eligible electors for each of the existing wards is as per below-

WARD	ELIGIBLE ELECTORS (based on preliminary list of electors)
1	2284
2	2818
3	1352
4	3263

Consideration of the impact Ward Boundaries would have on the County of Wellington and consultation with the County Councillors and County staff should take place prior to any changes.

FINANCIAL CONSIDERATIONS

N/A

PREPARED BY:	RECOMMENDED BY:
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Mike Givens

Mike Givens

MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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**TO: ADMINISTRATION AND FINANCE COMMITTEE
MEETING OF JANUARY 19, 2015**

**FROM: MICHAEL GIVENS
CAO**

**SUBJECT: CAO 2015-03 TOWNSHIP OF WELLINGTON NORTH
GRANTS/DONATIONS/WAIVER OF FEES 2015**

RECOMMENDATION

THAT Administration and Finance Committee of the Township of Wellington North receive the Grants/Donations/Waiver of Fees 2015 Report as presented;

AND FURTHER THAT the Administration and Finance Committee recommend to Council they approve the Grants/Donations/Waiver of Fees as per the attached schedule.

PREVIOUS REPORTS/CORRESPONDENCE PERTINENT TO THIS MATTER

CAO REPORT 2014-03

BACKGROUND

Annually the Township of Wellington North receives applications from Community Groups requesting Grants/Donations or Waiver of Fees at the Township operated facilities.

All applications are reviewed annually as part of the budget process. The 2014 budget included \$8500.00 for Grants/Donations and \$2500.00 for Waiver of Fees, the same amounts that were in place in 2013 and 2012.

All applications have been summarized on the attached worksheet as well as the 2014 funds that were issued.

Staff request that Council review the list and authorize the Grant/Donation or Waiver of Fees. Staff will then proceed with notification of each of the applicants.

PREPARED BY:

RECOMMENDED BY:

Mike Givens

Mike Givens

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER

GRANTS/DONATIONS 2015

GROUP/PURPOSE	FUNDS RECEIVED 2014	FUNDS REQUESTED 2015	FUNDS RECOMMENDED 2015	FUNDS RECEIVED 2015	NOTES
Arthur Agricultural Society	500.00				
Arthur & District Horticultural Society – Flower Beds	600.00	600.00			
Arthur and Area Horticultural Youth Society	200.00	200.00			
Arthur & Area Skating Club	0.00	500.00			
Arthur Chamber of Commerce (Art in the Street)	500.00	1,000.00			
Arthur Chamber of Commerce (Producing Wellington North Guide)		2,500.00			To be discussed at EDC
Arthur Chamber of Commerce (Wellington North Promotions)		2,500.00			To be discussed at EDC
Arthur Opti-Mrs. Club – Santa Claus Parade	300.00	500.00			
Arthur Youth for Christ – The Door Youth Centre	N/A	600.00			
Crime Stoppers Guelph Wellington	N/A	2,000.00			
Little Black Dress Affair	0.00	1,000.00			
Mount Forest Agricultural Society	500.00	500.00			
Mount Forest & District Arts Council	250.00	250.00			
Mount Forest District Chamber of Commerce - Mount Forest Fireworks Festival	2500.00	5,250.00			
Mount Forest District Chamber of Commerce - Wellington North Business, Community, Visitor Guide	0.00	7,500.00			To be discussed at EDC

GROUP/PURPOSE	FUNDS RECEIVED 2014	FUNDS REQUESTED 2015	FUNDS RECOMMENDED 2015	FUNDS RECEIVED 2015	NOTES
Mount Forest District Chamber of Commerce - Spring Excellence Awards	0.00	265.00			To be discussed at EDC
Mount Forest District Chamber of Commerce - formation of joint Arthur and Mount Forest retail committee)	0.00	2,500.00			To be discussed at EDC
Mount Forest District Chamber of Commerce (support for collaborative strategic plan	0.00	2,500.00			To be discussed at EDC
Mount Forest - Community Pantry	500.00	2,500.00			
Mount Forest Horticultural Society – flower beds	600.00	600.00			
Mount Forest Lions Club - Santa Claus Parade	300.00	500.00			
New Growth Family Centre Inc.	0.00	1,000.00			
Northern Lights Canadian National Conservatory of Music	0.00	3,890.00			
Scholarships – Wellington Heights Secondary School - includes scholarship for student entering Medical Field and Returning home as Doctor	900.00				
Wellington County Farm and Home Safety	250.00				
Wellington Heights Secondary School – Warm Winter Wishes	100.00				
Wellington North Safe Community	500.00	500.00			
Miscellaneous					
TOTAL GRANTS	8500.00	38555.00			

WAIVER OF FEES 2015

GROUP/PURPOSE	FUNDS RECEIVED 2014	FUNDS REQUESTED 2015	FUNDS RECOMMENDED 2015	FUNDS RECEIVED 2015	NOTES
Arthur Terry Fox Organization	88.53				
Career Education Council (Rental Fee to be Waived as per Council resolution)	0.00				
Walk for Cancer Care Committee (Plume Room and Walking Track)	206.57	235.04			Event Date - May 10, 2015 has been cancelled
Wellington County Clerks and Treasurers and Road Superintendant's Associations	0.00				
Miscellaneous	344.57				
TOTAL GRANTS	639.67	235.04			

**Township of Wellington North
Council - Financial Summary Report
Budget vs. Year to Date - as of December 31, 2014**

<u>Department</u>	<u>2013 Budget</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2014 Current Current</u>	<u>(Over) Under</u>
Total General Government Revenues	-\$1,335,325	-\$1,646,781	-\$1,364,337	-\$1,496,416	\$132,079
Total Area Rates & PIL's	-\$287,900	-\$407,012	-\$293,370	-\$451,052	\$157,682
Total Council Accounts	\$140,000	\$124,262	\$139,955	\$108,947	\$31,008
Total Administration Operating	\$1,051,320	\$1,101,100	\$1,105,801	\$1,021,401	\$84,400
Total Administration Capital	\$0	-\$37,430	\$0	\$32,884	-\$32,884
Total Administration	\$1,051,320	\$1,063,670	\$1,105,801	\$1,054,285	\$51,516
Total Property Operating	\$40,461	-\$20,078	\$38,898	\$3,727	\$35,171
Total Property Capital	\$0	\$38,199	\$0	\$163,691	-\$163,691
Total Property	\$40,461	\$18,121	\$38,898	\$167,418	-\$128,520
Total Wellington North Fire	\$175,000	\$313,899	\$141,000	\$152,926	-\$11,926
Total Mount Forest Fire Operating	\$226,277	\$196,067	\$246,282	\$228,658	\$17,624
Total Mount Forest Fire - Capital	\$0	\$4,729	\$0	\$6,981	-\$6,981
Total Arthur Village Fire - Operating	\$283,404	\$264,916	\$278,182	\$251,838	\$26,344
Total Arthur Village Fire Capital	\$0	\$4,729	\$0	\$6,981	-\$6,981
Total Fire	\$684,681	\$784,340	\$665,464	\$647,384	\$18,080
Total Police and Crossing Guard	\$46,550	\$47,092	\$47,500	\$45,294	\$6,518
Total Conservation Authority	\$135,945	\$136,799	\$138,951	\$138,951	\$0
Total Protective Inspection & Control - Operating	\$28,845	\$4,290	\$5,730	\$22,000	-\$16,270
Total Protective Inspection & Control Capital	\$0	\$0	\$0	\$0	\$0
Total Protective Inspection & Control	\$28,845	\$4,290	\$5,730	\$34,701	-\$16,270
Total Animal Control	\$0	\$4,723	\$0	\$482	-\$482
Total Property Standards/By-Law Enforcement	18,131	4,740	18,771	2,352	\$16,419
Total Roadways- Operating	\$3,483,007	\$6,598,132	\$3,690,738	\$2,473,191	\$1,217,547
Total Roadways - Capital	\$0	-\$312,076	\$0	\$3,336,493	-\$3,336,493
Total Roadways	\$3,483,007	\$6,286,056	\$3,690,738	\$5,809,684	-\$2,118,946
Total Street Lighting	\$195,000	\$313,450	\$199,340	\$218,824	-\$19,484
Total Hospitals	\$0	\$0	\$0	\$0	\$0
Total Cemetery - Operating	\$0	-\$3,800	-\$1,375	-\$4,567	\$3,192
Total Cemetery - Capital	\$0	\$0	\$0	\$8,900	-\$8,900
Total Cemeteries	\$0	-\$3,800	-\$1,375	\$3,522	-\$5,708
Total Parks & Recreation - Operating	\$1,655,760	\$1,887,752	\$1,655,779	\$1,497,720	\$158,059
Total Parks & Recreation - Capital	\$0	-\$23,059	\$0	\$68,563	-\$68,563
Total Parks and Recreation	\$1,655,760	\$1,864,693	\$1,655,779	\$1,566,283	\$89,496
Total Planning & Zoning - Operating	\$13,500	-\$605	\$12,725	-\$5,788	\$18,513
Total Planning & Zoning - Capital	\$0	\$0	\$0	\$0	\$0
Total Planning & Zoning	\$13,500	-\$605	\$12,725	-\$5,788	\$18,513
Total Commercial & Industrial	\$0	\$9,569	\$0	-\$630	\$630

Total Economic Development Operating	\$148,550	\$148,208	\$145,575	\$133,382	\$12,193
Total Economic Development Capital	\$0	\$0	\$0	\$0	\$0
Total Economic Development	\$148,550	\$148,208	\$145,575	\$133,382	\$12,193
Total Tile Drains	\$0	\$0	\$0	\$0	\$0
Total Municipal Drains - Operating	\$30,000	\$83,687	\$30,000	-\$91,208	\$121,208
Total Municipal Drains - Capital	\$0	-\$20,326	\$0	\$5,579	-\$5,579
Total Municipal Drains	\$30,000	\$63,361	\$30,000	-\$85,629	\$115,629
Total WN Rural Water Works Systems	\$6,100	\$3,106	\$5,400	\$3,558	\$1,842
Equity - Wellington North Sewers	\$0	-\$2,396,065	\$0	-\$2,987,468	\$2,987,468
Total Sanitary Sewer -Operating	\$0	-\$1,920,928	\$0	-\$3,066,585	\$3,066,585
Total Sanitary Sewer Capital	\$0	-\$173,995	\$0	-\$101,641	\$101,641
Total Sanitary Sewer system	\$0	-\$2,094,923	\$0	-\$3,168,226	\$3,168,226
Total Less Opening Equity				<u>-\$180,758</u>	
Equity - Wellington North Waterworks	\$0	-\$584,692	\$0	-\$584,692	\$584,692
Total Waterworks -Operating	\$0	-\$260,323	\$0	-\$713,016	\$713,016
Total Waterworks Capital	\$0	-\$104,774	\$0	\$30,043	-\$30,043
Total Waterworks System	\$0	-\$365,097	\$0	-\$682,973	\$682,973
Total Less Opening Equity				<u>-\$98,281</u>	