

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – OCTOBER 26, 2020 – 7:00 P.M.  
VIA WEB CONFERENCING**

**HOW TO JOIN**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/88203892884>

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**PAGE  
NUMBER**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

*THAT the Agenda for the October 26, 2020 Regular Meeting of Council be accepted and passed.*

**DISCLOSURE OF PECUNIARY INTEREST**

**PRESENTATIONS**

- |                                                                                                                                                                                                                                                   |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. Adam McNabb, Director of Finance <ul style="list-style-type: none"><li>• 2021 Budget Presentation</li></ul>                                                                                                                                    | 001 |
| 2. Derek Ali, President and John Murphy, Rate Modelling and Financial Analyst DFA Infrastructure International Inc. <ul style="list-style-type: none"><li>• Draft Water and Wastewater Rates and 2020 O.Reg 453/07 Water Financial Plan</li></ul> | 019 |

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the Draft Water & Wastewater Rates and 2020 O.Reg 453/07 Water Financial Plan dated October 26, 2020, prepared by DFA Infrastructure International Inc.

AND FURTHER THAT Council approve, in principle, that water and wastewater rates will be increased by 1.5% each year from 2022 to 2026 consistent with the study.

**ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

- |                                                 |     |
|-------------------------------------------------|-----|
| 1. Public Meeting, October 13, 2020             | 070 |
| 2. Regular Meeting of Council, October 13, 2020 | 075 |

Recommendation:

*THAT the minutes of the Public Meeting and the Regular Meeting of Council held on October 13, 2020 be adopted as circulated.*

## BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

### 1. Notice of Motion – Councillor Yake

- a. Loose leaf pick up

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North direct staff to conduct a loose leaf pick up in the urban areas of Wellington North commencing November 9, 2020.*

## ITEMS FOR CONSIDERATION

### 1. MINUTES

- a. Mount Forest District Chamber of Commerce

- September 16, 2020 084
- August 2020 Financials 089

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce Meeting held on September 16, 2020 and the August 2020 Financials.*

- b. Arthur Business Improvement Association Meeting, October 7, 2020 092

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association Meeting held on October 7, 2020.*

### 2. PLANNING

- a. Report DC 2020-034, Eastridge Landing Phase III and IV, Model Home Agreement, Arthur 095

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-034 being a report on Eastridge Landing Phase III & IV, Model Home Agreement – Lot 1 of the Development Lands, Arthur;*

*AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the By-law to enter into a Model Home Agreement with 2073022 Ontario Inc. and Pinestone Homes Ltd.*

- b. BM Ross and Associates Limited, correspondence dated October 20, 2020, regarding Lucas Subdivision, Mount Forest (Reeves Construction Limited) Draft Plan 23T-79087, Final Acceptance of Stages 1, 2 & 3, Phase 2 (Lots 1 to 7 & Lots 21 to 31), Preliminary Acceptance of Stage 4, Phase 2, Securities Reductions, Phases 1 & 2 098

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive correspondence dated October 20, 2020, from BM Ross and Associates Limited regarding Lucas Subdivision, Mount Forest (Reeves Construction Limited) Draft Plan 23T-79087, Final Acceptance of Stages 1, 2 & 3, Phase 2 (Lots 1 to 7 & Lots 21 to*

31), Preliminary Acceptance of Stage 4, Phase 2, Securities Reductions, Phases 1 & 2

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North grant Reeves Construction Limited, for the Lucas Subdivision (Draft Plan 23T-79087) in the community of Mount Forest:

1. Final Acceptance for Stage 3 of Phase 1 (Lots 8 to 20);
2. Final Acceptance for Stage 1, Stage 2, and Stage 3 of Phase 2 (Lots 1 to 7 and 21 to 31);
3. Preliminary Acceptance for Stage 4 of Phase 2 (Lots 1 to 7 and 21 to 31), with a preliminary acceptance date of October 2, 2020;
4. A reduction in the Phase 1 securities, to the amount of \$30,000.00; and
5. A reduction in the Phase 2 securities, to the amount of \$30,000.00.

- c. Triton Engineering Services Limited, correspondence dated October 21, 2020, regarding Township of Wellington North, Maple Ridge Estates Subdivision (Kenilworth), Preliminary Acceptance, Stage III Municipal Services 101

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive correspondence dated October 21, 2020, from Triton Engineering Services Limited regarding Township of Wellington North, Maple Ridge Estates Subdivision (Kenilworth), Preliminary Acceptance, Stage III Municipal Services

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North grant Preliminary Acceptance for Stage III municipal services for the Maple Ridge Estates Subdivision;

AND FURTHER THAT the guarantee and maintenance period commence as of October 20, 2020.

### 3. ECONOMIC DEVELOPMENT

- a. Report EDO 2020-27 Emergency Community Support Fund Application 105

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2020-027 being a report on an application to the Emergency Community Support Fund.

AND FURTHER THAT Council supports partnering with the Mount Forest Lions Club as lead agency on the application.

### 4. FINANCE

- a. Cheque Distribution Report, October 19, 2020 108

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated October 19, 2020.

- b. Third Quarter 2020 Financial Update 111

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Third Quarter 2020 Financial Update.

5. OPERATIONS

- a. Report OPS 2020-028 being a report on London Road North 116

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2020-028 being on London Road North.*

- b. Report OPS 2020-029 being a report on Traffic Count Report 119

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2020-029 being a report on Traffic Counts.*

- c. Report OPS 2020-031 being a report on the Township of Wellington North O.Reg 453/07 Water System Financial Plan No. 113-301A (2021-2026) and Wastewater System Financial Plan 122

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-031 being a report on the Township of Wellington North O.Reg 453/07 Water System Financial Plan No. 113-301A (2021-2026) and Wastewater System Financial Plan;*

*AND FURTHER THAT Council approve the O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater Financial Plan prepared by DFA Infrastructure International Inc. dated October 26, 2020;*

*AND FURTHER THAT Council direct staff to post a copy of the O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated October 26, 2020, on the Township website;*

*AND FURTHER THAT Council direct staff to submit a copy of the O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated October 26, 2020, to the Ministry of Municipal Affairs and Housing;*

*AND FURTHER THAT the resolution of Council approving the O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated October 26, 2020, be submitted to the Ministry of Environment, Conservation and Parks on or before November 18, 2020 as required as part of the municipal drinking water licence renewal application.*

6. ADMINISTRATION

- a. Report CLK 2020-019 Closed Meeting Investigator 144

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2020-019 being a report on the appointment of a Closed Meeting Investigator;*

*AND FURTHER THAT Council endorses using the Ontario Ombudsman as the Closed Meeting Investigator;*

*AND FURTHER THAT By-law 005-19 being a By-law to approve the appointment of John Maddox as meeting investigator be repealed.*

b. Report CLK 2020-020 Drainage Information Report

146

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2020-020 being a report on Drainage Information;*

*AND FURTHER THAT Council authorizes the Clerk to update and amend the pamphlet from time to time.*

7. COUNCIL

- a. The Royal Canadian Legion, Br. #134 Mount Forest Ontario, correspondence dated October 8, 2020, request for permission to distribute poppies and proclaim November 11, 2020 as Remembrance Day

149

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated October 8, 2020 from The Royal Canadian Legion, Br. #134 Mount Forest Ontario request for permission to distribute poppies and proclaim November 11, 2020 as Remembrance Day;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North declare November 11, 2020 as Remembrance Day and grant permission to the Royal Canadian Legions, Arthur and Mount Forest for the distribution of poppies within the Township of Wellington North.*

**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 October 26, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.*

**CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION**

**NOTICE OF MOTION**

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Yake (Ward 1):

- North Wellington Health Care Corporation – Louise Marshall Hospital
- Lynes Blacksmith Shop Committee
- Wellington North Safe Communities Committee
- Upper Grand Trailway Wellington Sub Committee
- Wellington North Power
- Recreation, Parks and Leisure Committee
- Mount Forest Homecoming Committee (inactive)

Councillor Burke (Ward 2):

- Mount Forest Aquatic Ad Hoc Advisory Committee
- Wellington North Wellness & Team Building Committee
- Mount Forest Business Improvement Area

Councillor Hern (Ward 3):

- Wellington North Cultural Roundtable
- Mount Forest & District Chamber of Commerce
- Arthur & District Chamber of Commerce
- Arthur Business Improvement Area
- Arthur BMX/Skateboard Park Advisory Committee
- EarlyON Child and Family Services Committee

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Upper Grand Trailway Wellington Sub Committee

Mayor Lennox:

- Wellington North Power
- Ex Officio on all committees

#### **BY-LAWS**

- |                                                                                                                                                                                          |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| a. By-law Number 089-20 being a by-law to authorize a Boundary Road Agreement between The Corporation of the Township of Wellington North and The Township of Mapleton                   | 150 |
| b. By-law Number 090-20 being a by-law to repeal By-law 005-19 being a by-law to approve the appointment of John Maddox as Meeting Investigator                                          | 156 |
| c. By-law Number 091-20 being a by-law to authorize a Model Home Agreement between The Corporation of the Township of Wellington North and 2073022 Ontario Inc. and Pinestone Homes Ltd. | 157 |

Recommendation:

*THAT By-law Number 089-20, 090-20 and 091-20 be read a First, Second and Third time and enacted.*

#### **CONFIRMING BY-LAW**

164

Recommendation:

*THAT By-law Number 092-20 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 October 26, 2020 be read a First, Second and Third time and enacted.*

#### **ADJOURNMENT**

Recommendation:

*THAT the Regular Council meeting of October 26, 2020 be adjourned at \_\_: p.m.*

| <b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>        |                           |                        |
|------------------------------------------------|---------------------------|------------------------|
| Recreation, Parks & Leisure Committee          | Tuesday, November 3, 2020 | 8:30 a.m.              |
| Public Meeting                                 | Monday, November 9, 2020  | 7:00 p.m.              |
| Regular Council Meeting – via video conference | Monday, November 9, 2020  | 7:00 p.m.              |
| Live2Lead Virtual Event                        | Friday, November 20, 2020 | 8:30 a.m. – 12:00 p.m. |
| Regular Council Meeting – via video conference | Monday, November 23, 2020 | 7:00 p.m.              |

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

**Sign Language Services – Canadian Hearing Society – 1-877-347-3427**  
- Kitchener location – 1-855-656-3748

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



# 2021 BUDGET OVERVIEW

October 26, 2020



## 2021 Budget Process

- The aim of the annual budget is to focus and deliver on the values of Council for the Township of Wellington North
- In-depth review of inter-functional transfers was conducted in July & August 2020
- Budget templates sent to department heads August 28, 2020
- Treasurer meetings with Department Heads during September and October as required
- First budget meeting with Council and staff held on October 26<sup>th</sup> with additional meetings scheduled for November 9<sup>th</sup>, and November 23<sup>rd</sup>.



## 2021 Budget Guidelines

- Freezing most operating account budgets at 2020 levels unless cost pressures were documented
- Corporate wide cost pressures:
  - Wages/Salary: budgeted increases (varies by department)
  - Health Benefits: increase of 10.7% (Mosey & Mosey Guidance)
  - Municipal Insurance renewal – 10% increase (Coburn Guidance)
  - Utilities: Hydro increase of 2% (WNP Guidance)



## 2021 Budget Impact Items

- Conservation Authority budgets have not yet been received – budget includes provisions based on expectations
- Minimal municipal service level changes – except for recreation. Lasting impacts from COVID remain uncertain, and assumptions have been made when formulating 2021 budget:
  - Community Centre revenues decreased to 50% of 2020 budget targets
  - Arena revenues decreased to 75% of 2020 budget targets



## Additional Impacts and Considerations

- The 2021 Ontario Municipal Partnership Fund (OMPF) allocation is not currently known – budget assumes a 15% year over year reduction
- Budget assumes FCM GMF Loan (AVWWTP Phase I) will be paid over a 10 year timeframe – flexibility exists to extend
- Sustainability of aggressive capital programs – COVID / Tax Levy Pressures
- New / Alternative revenue streams to bridge funding gaps are uncertain
  - TWN was the recipient of \$311K of Phase I Safe Restart Funding in October 2020 – geared specifically to **2020** operating cost pressures – uncertainty remains around opportunities for future revenue streams beyond the 2020 timeframe.



## Growth Vs. Reassessment

- Growth is defined as new assessment – it has no impact on the current taxpayer
- During 2020 Wellington North has realized an estimated real assessment growth of 1.52% (2019 – 1.53%, 2018 – 1.12%)
- There is no scheduled increase in assessment due to the Province-wide reassessments done by MPAC for 2021 – the COVID-19 global pandemic has been the largest impetus for the deferral.



### Operating Budget Comparison – 2020 Vs. 2021

- Updated Contributions To / From Reserves / Reserve Funds
- No Contributions to Capital
- **Revised** Inter-functional Transfers for 2021 – no material differences



# Operating Budget Summary Analysis by Segment (Same Transfers)

## 2021 Budget Summary

### FIR Category

### General Government

|                        | 2020 Budget | 2021 Budget | % Change | Change \$ |
|------------------------|-------------|-------------|----------|-----------|
| General Government     | -1,770,050  | -1,452,495  | -17.9%   | 317,555   |
| Other Revenues-        |             |             |          |           |
| Supps/Omitts/Writeoffs | -170,416    | -167,116    | -1.9%    | 3,300     |
| Council                | 262,089     | 261,389     | -0.3%    | -700      |
| Administration         | 920,832     | 990,581     | 7.6%     | 69,749    |
| Property               | 7,418       | 1,241       | -83.3%   | -6,177    |
| WNP Holding Co.        | 4,000       | 0           | -100.0%  | -4,000    |



# Operating Budget Summary Analysis by Segment (Continued)

| FIR Category                    | 2020 Budget | 2021 Budget | % Change | Change \$ |
|---------------------------------|-------------|-------------|----------|-----------|
| <b>Protection Services</b>      |             |             |          |           |
| Fire                            | 849,601     | 923,320     | 8.7%     | 73,719    |
| Police/Crossing Guard           | 53,032      | 51,282      | -3.3%    | -1,750    |
| Conservation Authority          | 161,704     | 167,550     | 3.6%     | 5,846     |
| Protective Inspection & Control | 0           | 0           | 0.0%     | 0         |
| Animal Control                  | -600        | 7,154       | -1292.3% | 7,754     |
| By-Law Enforcement              | 63,222      | 58,310      | -7.8%    | -4,912    |





# Operating Budget Summary Analysis by Segment (Continued)

| FIR Category                            | 2020 Budget | 2021 Budget | % Change | Change \$ |
|-----------------------------------------|-------------|-------------|----------|-----------|
| <b>Transportation Services</b>          |             |             |          |           |
| Roads                                   | 3,144,096   | 3,130,810   | -0.4%    | -13,285   |
| Streetlights                            | 0           | 0           | 0.0%     | 0         |
| Rural Water                             | 7,898       | 7,800       | -1.2%    | -98       |
|                                         |             |             |          |           |
| <b>Health Services</b>                  |             |             |          |           |
| Hospital                                | 0           | 0           | 0.0%     | 0         |
| Cemetery                                | 101,276     | 100,118     | -1.1%    | -1,158    |
|                                         |             |             |          |           |
| <b>Recreation and Cultural Services</b> |             |             |          |           |
| Parks & Recreation                      | 1,288,557   | 1,597,468   | 24.0%    | 308,911   |



# Operating Budget Summary Analysis by Segment (Continued)

| FIR Category                    | 2020 Budget      | 2021 Budget      | % Change       | Change \$      |
|---------------------------------|------------------|------------------|----------------|----------------|
| <b>Planning and Development</b> |                  |                  |                |                |
| Planning                        | 116,236          | 73,031           | -37.2%         | -43,205        |
| Commercial & Industrial         | 0                | 0                | 0.0%           | 0              |
| Economic Development            | 248,580          | 242,055          | -2.6%          | -6,525         |
| Tile Drains                     | 0                | 0                | 0.0%           | 0              |
| Municipal Drains                | 37,515           | 45,700           | 21.8%          | 8,185          |
| <b>Total Levy Requirement</b>   | <b>5,324,990</b> | <b>6,038,198</b> | <b>13.394%</b> | <b>713,208</b> |



# Capital Considerations

## Capital Impact On Levy

|                    | <u>2018 Levy Impact</u> | <u>2019 Levy Impact</u> | <u>2020 Levy Impact</u> |
|--------------------|-------------------------|-------------------------|-------------------------|
| Roads & Drainage   | 1,194,000               | 1,752,125               | 1,494,150               |
| Fleet              | 733,449                 | 358,000                 | 362,000                 |
| Parks & Recreation | -                       | 50,875                  | 314,192                 |
| Cemetery           | -                       | 33,500                  | -                       |
| Admin & Property   | 257,900                 | 80,500                  | 177,625                 |
| Total              | <u>2,185,349</u>        | <u>2,275,000</u>        | <u>2,347,967</u>        |

## NOTES:

- 2021 operating pressures are increasing levy by 713,208
- To Maintain a 0% levy increase for 2021 – levy capital program contributions will have to be cut from 2,347,967 to 1,751,388 – otherwise additional contributions from reserves / reserve funds will have to be considered.



# Reserves / Reserve Funds – Net Transfers (Preliminary)

## Net Reserve & Reserve Fund Transfers

| 2020                  |                |                |                  |
|-----------------------|----------------|----------------|------------------|
|                       | <u>From</u>    | <u>To</u>      | <u>Net</u>       |
| Council               | 0              | 118,600        | 118,600          |
| Admin                 | 0              | 52,000         | 52,000           |
| Property              | 0              | 16,000         | 16,000           |
| Fire                  | 0              | 153,000        | 153,000          |
| CBO                   | 0              | 27,944         | 27,944           |
| Roads                 | 184,760        | 79,482         | (105,278)        |
| Streetlights          | 0              | 5,000          | 5,000            |
| Rec                   | 35,760         | 100,000        | 64,240           |
| Planning              | 0              | 0              | 0                |
| Cemetery              | 0              | 5,000          | 5,000            |
| WNP Holding           | 49,100         | 0              | (49,100)         |
| <b>Taxation Total</b> | <b>269,620</b> | <b>557,026</b> | <b>287,406</b>   |
| Sewer                 | 847,512        | 396,028        | (451,484)        |
| Water                 | 123,968        | 236,426        | 112,458          |
| <b>User Fee Total</b> | <b>971,480</b> | <b>632,454</b> | <b>(339,026)</b> |

|                    |                  |                  |                 |
|--------------------|------------------|------------------|-----------------|
| <b>Grand Total</b> | <b>1,241,100</b> | <b>1,189,480</b> | <b>(51,620)</b> |
|--------------------|------------------|------------------|-----------------|

| 2021                  |                |                |                  |
|-----------------------|----------------|----------------|------------------|
|                       | <u>From</u>    | <u>To</u>      | <u>Net</u>       |
| Council               | 0              | 117,900        | 117,900          |
| Admin                 | 0              | 52,000         | 52,000           |
| Property              | 0              | 16,000         | 16,000           |
| Fire                  | 0              | 210,600        | 210,600          |
| CBO                   | 0              | 20,124         | 20,124           |
| Roads                 | 0              | 79,482         | 79,482           |
| Streetlights          | 0              | 5,000          | 5,000            |
| Rec                   | 0              | 100,000        | 100,000          |
| Planning              | 0              | 0              | 0                |
| Cemetery              | 0              | 5,000          | 5,000            |
| WNP Holding           | 0              | 0              | 0                |
| <b>Taxation Total</b> | <b>0</b>       | <b>606,106</b> | <b>606,106</b>   |
| Sewer                 | 934,166        | 396,028        | (538,138)        |
| Water                 | 0              | 236,426        | 236,426          |
| <b>User Fee Total</b> | <b>934,166</b> | <b>632,454</b> | <b>(301,712)</b> |

|                    |                |                  |                |
|--------------------|----------------|------------------|----------------|
| <b>Grand Total</b> | <b>934,166</b> | <b>1,238,560</b> | <b>304,394</b> |
|--------------------|----------------|------------------|----------------|



## Reserves / Reserve Funds – Q3 2021 Balances

|                                                               | 2018 Year-end Balance | 2019 Year-end Balance              | 2020 Q3 Balance   |
|---------------------------------------------------------------|-----------------------|------------------------------------|-------------------|
| <b>Obligatory reserve funds - DCs, Fed. Gas Tax</b>           | 3,995,916             | 1,812,262                          | 1,148,056         |
| <b>Discretionary Reserve Funds - Capital Purposes</b>         | 18,360,935            | 11,587,510                         | 11,219,683        |
| <b>Total Reserve Funds</b>                                    | 22,356,851            | 13,399,772                         | 12,367,739        |
| <b>Reserves</b>                                               | 1,987,346             | 1,951,390                          | 1,794,071         |
| <b>Total Reserves &amp; Reserve Funds Before YE Transfers</b> | 24,344,197            | 15,351,162                         | 14,161,810        |
|                                                               |                       | <b>Unbooked Commitments</b>        | <b>(65,646)</b>   |
|                                                               |                       | <b>Transfers to / From Capital</b> | <b>TBD</b>        |
|                                                               |                       | <b>Current Balance</b>             | <b>14,096,164</b> |



## ... a few items of note

- 2020 Organic Growth – 1.52%
  - Diligent efforts by staff to have assessment growth captured (New Canadian Tire in MF, building permit issuance); however, Wellington North continues to be subject to issues with the Farm Tax Incentive Program – FT/RT
- No phase-in assessment growth for 2021
- Uncertainty around amount of OMPF funding available for 2021 – budget currently assumes a 15% reduction
- COVID-19 Global pandemic remains a fluid issue, and certain assumptions have been made when preparing the 2021 operating budget



## Council Direction Required

### ➤ Direction re: target levy for 2021

|                                           | <u>2019</u> | <u>2020</u> | <u>YoY Increase (%)</u>     | <u>2021 (Draft)</u> | <u>YoY Increase (%)</u> |
|-------------------------------------------|-------------|-------------|-----------------------------|---------------------|-------------------------|
| Operating Budget                          | 5,535,376   | 5,037,584   | -8.99%                      | 5,432,092           | 7.83%                   |
| Policy Mandated Transfer to Reserve funds | 0           | 113,600     | 0.00%                       | 112,900             | -0.62%                  |
| Net Transfers                             | (384,937)   | 173,806     | -145.15%                    | 493,206             | 183.77%                 |
| Contributions to Capital                  | 2,275,000   | 2,347,967   | 3.21%                       | 1,751,388           | -25.41%                 |
| Total Budgeted Tax Levy                   | 7,425,439   | 7,672,957   | 3.33%                       | 7,789,586           | 1.52%                   |
|                                           |             |             | 2020 Organic Growth         |                     | 1.52%                   |
|                                           |             |             | Impact on Existing Taxpayer |                     | 0.00%                   |

| Property Type                       | 2020 Assessment | 2021 Assessment | 2020 TWP Taxes | 2021 TWP Taxes (Est) | \$ Tax Change | % Tax Change |
|-------------------------------------|-----------------|-----------------|----------------|----------------------|---------------|--------------|
| RT-Single Family Dwelling (average) | 269,673         | 269,673         | 1,249.69       | 1,268.18             | 18.49         | 1.48%        |
| RT – Farm House (typical)           | 203,200         | 203,200         | 941.64         | 955.58               | 13.94         | 1.48%        |
| FT – Farmland (typical)             | 865,700         | 865,700         | 1,002.93       | 1,017.77             | 14.84         | 1.48%        |
| CT – Commercial (typical)           | 469,274         | 469,274         | 3,242.40       | 3,290.39             | 47.98         | 1.48%        |
| IT – Industrial (typical)           | 593,092         | 593,092         | 6,596.24       | 6,693.86             | 97.62         | 1.48%        |



## Council Direction Required

- Are there any Council Directed Capital Projects that Staff should prioritize for 2021? Staff are currently compiling and prioritizing the 2021 capital program, and now is Council's opportunity to identify any capital projects they anticipate for 2021 to ensure they included in future capital discussion(s)
- Are there any service level changes that staff should be considering in light of the COVID-19 Global pandemic?





## Discussion

OPEN FOR  
DISCUSSION





# **Draft Water & Wastewater Rates and 2020 O. Reg 453/07 Water Financial Plan**



**DFA Infrastructure  
International Inc**

**Presentation to Council  
October 26, 2020**

# Background

- Township of Wellington North last undertook a W&WW user rate study in 2015
- Since 2015 a number of studies have recently been updated which feed into the W&WW rate studies (i.e. 2018 DC Study, etc)
- DFA was retained to undertake a W&WW rate study which include:
  - an assessment of the full cost of managing the water and wastewater systems including the projection of customer growth and consumption
  - update the Municipality's current rates and charges commencing in 2022 that will recover the full cost of managing the water and wastewater systems
  - update the Water (and Wastewater) System's O.Reg 453/07 Financial Plan 113-301A

# AGENDA

- **Part 1 – Study Approach**
- **Part 2 – Full Cost Assessment**
- **Part 3 – Projected Rates**
- **Part 4 – O. Reg 453/07 Financial Plan 113-301A**
- **Part 5 – Recommendations**

# **PART 1**

## **Study Approach**

# Study Approach

- Study Period from 2021-2041 was considered, with new calculated rates commencing in 2022

**This is intended to give a long-term picture of the financial needs as most of the Township's assets have relatively long-life expectancies**

- Full cost of services over the forecast period was developed from information provided by staff
- Operating expenditures (operating and maintenance costs, repayment of long-term debt and contributions for capital asset replacement) were projected to 2041

# Study Approach

- Operating expenditures were offset with non-rate revenues (Admin and Miscellaneous Fees and Charges, Shared System Transfers, Service Connection Fees etc)
- Net costs to be recovered from customers were calculated for each year
- Capital asset replacement requirements were based on a lifecycle cost analysis of the Township's Tangible Capital Asset Registry)

# Study Approach

- Growth related capital as in the 2018 Development Charges (DC) Study
- Net non-growth capital financed from cash reserves when available (debt considered only when other financing sources were not available)
- Net growth-related capital financed by development charge (DC) cash balances when available (growth-related long-term debt considered only when DC balances were not available. Repayment of growth-related long-term debt to be serviced from future DC receipts)
- Customer and consumption growth was projected to 2041 based on current customers and consumption patterns, and growth projections contained in the 2018 Development Charges Study



# Study Approach

- Current rate structure of base charge only for residential customers, or base charge with uniform volumetric rates for non-residential customs was maintained
- Net surpluses generated annually from proposed rates were allocated to the respective water and wastewater reserve funds
- Reserve target balances between 5% and 10% of current replacement cost of Township's capital assets are recommended

# Study Approach

Reserve funds balances are available to fund:

- asset replacement
- unforeseen capital needs
- stabilize rates when necessary, and
- meet the requirement of O.Reg. 588/17 regarding Asset Management Policies

# Study Approach

## **O.Reg. 588/17, Section 3(1)5 – Asset Management Policies**

The Asset Management Plan must address:

- Vulnerabilities
- Climate change
- Disaster planning
- Contingency funding

**Rate Study Implication – the Target Reserve Balance must be reasonably sufficient to address these items**

# **PART 2**

## **Full Cost Assessment**

# **Assessment of Full Cost of Managing Township's Water and Wastewater Systems**

- Rate Study gives consideration to the full costs (or required investment) associated with managing the water and wastewater systems over a twenty-two (21) year period (2020 – 2041) and the recovery of those costs (or revenue plan) through proposed rates and charges to customers
- Lifecycle costs of assets are also considered beyond the 21-year period (full replacement and/or rehabilitation of long-lived assets)

# **Full Cost of Managing Township's Water and Wastewater Systems**

Full cost assessment identifies future costs in the following key areas:

- Operating & Maintenance (O&M) Cost projections
- Debt Principal and Interest Repayment projections
- Capital Asset Replacement Contribution projections

Non-rate revenues (annual revenues generated from admin and miscellaneous fees and charges, service connection fees, etc reduce the overall net costs to be recovered from water and wastewater customers)

# Full Cost of Managing Township's Water Systems

| Cost Component                    | 2021-2041<br>Average Annual<br>Cost | %             |
|-----------------------------------|-------------------------------------|---------------|
| Operating & Maintenance Costs     | \$ 1,605,388                        | 40.3%         |
| Debt Repayment (Net) <sup>1</sup> | \$ -                                | 0.0%          |
| Reserve Contributions             | \$ 2,271,105                        | 57.1%         |
| Non-Rate Revenue                  | \$ 103,843                          | 2.6%          |
| <b>Average Annual Cost</b>        | <b>\$ 3,980,336</b>                 | <b>100.0%</b> |

(1) Net of Development Charge Recoveries on Growth Related Debt

# Full Cost of Managing Township's Wastewater Systems

| Cost Component                    | 2021-2041<br>Average Annual<br>Cost | %             |
|-----------------------------------|-------------------------------------|---------------|
| Operating & Maintenance Costs     | \$ 1,764,664                        | 40.0%         |
| Debt Repayment (Net) <sup>1</sup> | \$ 87,454                           | 2.0%          |
| Reserve Contributions             | \$ 2,539,333                        | 57.5%         |
| Non-Rate Revenue                  | \$ 21,290                           | 0.5%          |
| <b>Average Annual Cost</b>        | <b>\$ 4,412,742</b>                 | <b>100.0%</b> |

(1) Net of Development Charge Recoveries on Growth Related Debt



# 2021-2041 Lifecycle Needs of the Municipality's Water and Wastewater Systems

| System                  | Total Replacement Costs | Amount to be Funded in Forecast Period | Amount to be Funded Beyond Forecast | Annual Lifecycle Replacement |
|-------------------------|-------------------------|----------------------------------------|-------------------------------------|------------------------------|
| Total Water Assets      | \$ 35,014,279           | \$ 8,528,714                           | \$ 26,485,565                       | \$ 1,378,894                 |
| Total Wastewater Assets | \$ 38,810,991           | \$ 13,076,948                          | \$ 25,734,043                       | \$ 1,458,236                 |

# Customer and Volume Demands of Township's Water and Wastewater Systems

- The cost of service also depends on the number and type of customers and corresponding water demand (wastewater generation).
- Variable costs such as chemical use and hydro costs can increase depending on the level of water consumption/wastewater generated.
- Rate structure comprised of either a fixed (base charge) for residential customers, or a fixed charge plus a consumption charge based on the metered volume of water consumed (wastewater billed) for non-residential customers.

As such, forecasting customer growth and annual water consumption volumes (billed wastewater volumes) is essential to projecting future costs, revenue requirements and rates.

# 2020 Projected Water and Wastewater Customer Count and Consumption

| System/Customer Type         | Number of Customers (Water) | Number of Customers (Wastewater) | Water Volume (m <sup>3</sup> ) | Wastewater Volume (m <sup>3</sup> ) |
|------------------------------|-----------------------------|----------------------------------|--------------------------------|-------------------------------------|
| Arthur Residential           | 918                         | 904                              | n/a                            | n/a                                 |
| Mount Forest Residential     | 2,110                       | 2,022                            | n/a                            | n/a                                 |
| Arthur Non-Residential       | 111                         | 104                              | 162,968                        | 147,121                             |
| Mount Forest Non-Residential | 239                         | 228                              | 118,398                        | 117,622                             |
| <b>Total</b>                 | <b>3,378</b>                | <b>3,258</b>                     | <b>281,366</b>                 | <b>264,743</b>                      |

# Water and Wastewater Customer Growth Projection

| <b>Water Customers</b>       | <b>2020<br/>Customers</b> | <b>2025<br/>Customers</b> | <b>2030<br/>Customers</b> | <b>2035<br/>Customers</b> | <b>2041<br/>Customers</b> |
|------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Arthur Residential           | 918                       | 1,053                     | 1,194                     | 1,344                     | 1,524                     |
| Mount Forest Residential     | 2,110                     | 2,360                     | 2,610                     | 2,860                     | 3,160                     |
| Arthur Non-Residential       | 111                       | 116                       | 121                       | 126                       | 132                       |
| Mount Forest Non-Residential | 239                       | 254                       | 265                       | 270                       | 276                       |
| <b>Total</b>                 | <b>3,378</b>              | <b>3,783</b>              | <b>4,190</b>              | <b>4,600</b>              | <b>5,092</b>              |

| <b>Wastewater Customers</b>  | <b>2020<br/>Customers</b> | <b>2025<br/>Customers</b> | <b>2030<br/>Customers</b> | <b>2035<br/>Customers</b> | <b>2041<br/>Customers</b> |
|------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Arthur Residential           | 904                       | 1,039                     | 1,180                     | 1,330                     | 1,510                     |
| Mount Forest Residential     | 2,022                     | 2,272                     | 2,522                     | 2,772                     | 3,072                     |
| Arthur Non-Residential       | 104                       | 109                       | 114                       | 119                       | 125                       |
| Mount Forest Non-Residential | 228                       | 243                       | 254                       | 259                       | 265                       |
| <b>Total</b>                 | <b>3,258</b>              | <b>3,663</b>              | <b>4,070</b>              | <b>4,480</b>              | <b>4,972</b>              |

# Water Consumption and Wastewater Billing Volume Projection

| Water Billing Volume Projection |                |                |                |                |                |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| Water Customers                 | 2020           | 2025           | 2030           | 2035           | 2041           |
| Arthur Residential              | n/a            | n/a            | n/a            | n/a            | n/a            |
| Mount Forest Residential        | n/a            | n/a            | n/a            | n/a            | n/a            |
| Arthur Non-Residential          | 162,968        | 170,309        | 177,650        | 184,991        | 193,800        |
| Mount Forest Non-Residential    | 118,398        | 125,829        | 131,278        | 133,755        | 136,728        |
| <b>Total</b>                    | <b>281,366</b> | <b>296,138</b> | <b>308,928</b> | <b>318,746</b> | <b>330,528</b> |

| Wastewater Billing Volume Projection |                |                |                |                |                |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Wastewater Customers                 | 2020           | 2025           | 2030           | 2035           | 2041           |
| Arthur Residential                   | n/a            | n/a            | n/a            | n/a            | n/a            |
| Mount Forest Residential             | n/a            | n/a            | n/a            | n/a            | n/a            |
| Arthur Non-Residential               | 147,121        | 154,462        | 161,803        | 169,144        | 177,953        |
| Mount Forest Non-Residential         | 117,622        | 125,053        | 130,502        | 132,979        | 135,952        |
| <b>Total</b>                         | <b>264,743</b> | <b>279,515</b> | <b>292,305</b> | <b>302,123</b> | <b>313,905</b> |

# **PART 3**

## **Projected Rates**

# Current Rates

| Category                                              | Water            |                  | Wastewater       |                  |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|
|                                                       | 2020<br>Approved | 2021<br>Proposed | 2020<br>Approved | 2021<br>Proposed |
| Residential Annual (Flat) Base Charge                 | \$ 558.96        | \$ 570.14        | \$ 687.48        | \$ 701.23        |
| Non-Residential Annual Base Charge                    | \$ 670.14        | \$ 683.54        | \$ 824.16        | \$ 840.64        |
| Non-Residential Volumetric Rate (per m <sup>3</sup> ) | \$ 2.05          | \$ 2.09          | \$ 2.52          | \$ 2.57          |

# Modest Rate Increases are Recommended

- Water and Wastewater rates would be increased by 1.5% from 2022 onward (2.0% increase in rates are assumed as per the 2015 Water and Wastewater Rate Study)
- Asset replacement needs would be adequately funded as identified in the lifecycle needs analysis
- It is recommended that the cost of service, lifecycle needs and user rate analysis be updated in 2025



# 2021 - 2026 Proposed Rates

| Category                                              | Water            |                  |                  |                  |                  |                  |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                       | 2021<br>Proposed | 2022<br>Proposed | 2023<br>Proposed | 2024<br>Proposed | 2025<br>Proposed | 2026<br>Proposed |
| <b>Annual Increase (Percent)</b>                      | <b>2.00%</b>     | <b>1.50%</b>     | <b>1.50%</b>     | <b>1.50%</b>     | <b>1.50%</b>     | <b>1.50%</b>     |
| Residential Annual (Flat) Base Charge                 | \$ 570.14        | \$ 578.69        | \$ 587.37        | \$ 596.18        | \$ 605.12        | \$ 614.20        |
| Non-Residential Annual Base Charge                    | \$ 683.54        | \$ 693.80        | \$ 704.20        | \$ 714.77        | \$ 725.49        | \$ 736.37        |
| Non-Residential Volumetric Rate (per m <sup>3</sup> ) | \$ 2.09          | \$ 2.12          | \$ 2.15          | \$ 2.19          | \$ 2.22          | \$ 2.25          |

| Category                                              | Wastewater       |                  |                  |                  |                  |                  |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                       | 2021<br>Proposed | 2022<br>Proposed | 2023<br>Proposed | 2024<br>Proposed | 2025<br>Proposed | 2026<br>Proposed |
| <b>Annual Increase (Percent)</b>                      | <b>2.00%</b>     | <b>1.50%</b>     | <b>1.50%</b>     | <b>1.50%</b>     | <b>1.50%</b>     | <b>1.50%</b>     |
| Residential Annual (Flat) Base Charge                 | \$ 701.23        | \$ 711.75        | \$ 722.42        | \$ 733.26        | \$ 744.26        | \$ 755.42        |
| Non-Residential Annual Base Charge                    | \$ 840.64        | \$ 853.25        | \$ 866.05        | \$ 879.04        | \$ 892.23        | \$ 905.61        |
| Non-Residential Volumetric Rate (per m <sup>3</sup> ) | \$ 2.57          | \$ 2.61          | \$ 2.65          | \$ 2.69          | \$ 2.73          | \$ 2.77          |

# Proposed Rate Impacts

| Water & Wastewater Annual Cost Comparison with Other Municipalities - For Residential Consumption of 180m3 or Less |                                  |                              |                       |                                       |                              |                            |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------|-----------------------|---------------------------------------|------------------------------|----------------------------|
| Municipality                                                                                                       | ANNUAL RESIDENTIAL WATER CHARGES |                              |                       | ANNUAL RESIDENTIAL WASTEWATER CHARGES |                              |                            |
|                                                                                                                    | Base Charge (\$/year)            | Consumption Charge (\$/year) | Total Water (\$/year) | Base Charge (\$/year)                 | Consumption Charge (\$/year) | Total Wastewater (\$/year) |
| Owen Sound                                                                                                         | \$297.24                         | \$251.82                     | \$549.060             | \$368.58                              | \$312.26                     | \$680.83                   |
| Georgian Bluffs - Oxende                                                                                           | \$1,267.71                       | \$579.60                     | \$1,847.31            |                                       |                              |                            |
| Georgian Bluffs - East Linton                                                                                      | \$690.58                         | \$340.20                     | \$1,030.78            |                                       |                              |                            |
| Georgian Bluffs - Pottawatomi                                                                                      | \$2,079.78                       | \$1,026.00                   | \$3,105.78            |                                       |                              |                            |
| Georgian Bluffs - Shallow Lake                                                                                     | \$1,638.13                       | \$808.20                     | \$2,446.33            |                                       |                              |                            |
| Wasaga Beach                                                                                                       | \$167.28                         | \$70.20                      | \$237.48              | \$196.44                              |                              | \$196.44                   |
| Orangeville                                                                                                        | \$115.92                         | \$381.60                     | \$497.52              | \$115.32                              |                              | \$115.32                   |
| Brockton                                                                                                           | \$215.00                         | \$241.20                     | \$456.20              | \$238.00                              |                              | \$238.00                   |
| Hanover                                                                                                            | \$148.80                         | \$163.80                     | \$312.60              | \$193.44                              |                              | \$193.44                   |
| Collingwood                                                                                                        | \$269.52                         | \$120.60                     | \$390.12              | \$633.36                              |                              | \$633.36                   |
| Clearview                                                                                                          | \$178.00                         | \$432.00                     | \$610.00              | \$473.97                              |                              | \$473.97                   |
| Blue Mountain                                                                                                      | \$317.76                         | \$325.80                     | \$643.56              | \$276.24                              |                              | \$276.24                   |
| Shelburne                                                                                                          | \$301.68                         | \$127.80                     | \$429.48              | \$351.00                              |                              | \$351.00                   |
| Meaford- Meaford System                                                                                            | \$528.72                         | \$387.00                     | \$915.72              | \$449.40                              |                              | \$449.40                   |
| Southgate (3/4 inch meter)                                                                                         | \$322.44                         | \$322.20                     | \$644.64              | \$750.24                              |                              | \$750.24                   |
| Saugeen Shores                                                                                                     | \$270.90                         | \$183.60                     | \$454.50              | \$304.32                              |                              | \$304.32                   |
| <b>Average</b>                                                                                                     | <b>\$550.59</b>                  | <b>\$360.10</b>              | <b>\$910.69</b>       | <b>\$362.53</b>                       | <b>\$312.26</b>              | <b>\$388.55</b>            |
| <b>Median</b>                                                                                                      | <b>\$299.46</b>                  | <b>\$324.00</b>              | <b>\$579.53</b>       | <b>\$327.66</b>                       | <b>\$312.26</b>              | <b>\$327.66</b>            |
| <b>Wellington North</b>                                                                                            |                                  |                              |                       |                                       |                              |                            |
| <b>Approved 2020 Water Rates</b>                                                                                   | <b>\$558.96</b>                  | <b>\$0.00</b>                | <b>\$558.96</b>       | <b>\$687.48</b>                       | <b>\$0.00</b>                | <b>\$687.48</b>            |
| <b>Proposed 2021 Water Rates</b>                                                                                   | <b>\$570.14</b>                  | <b>\$0.00</b>                | <b>\$570.14</b>       | <b>\$701.23</b>                       | <b>\$0.00</b>                | <b>\$701.23</b>            |

# **PART 4**

## **O. Reg 453/07 Financial Plan 113-301A**

# Drinking Water License Renewal

- O.Reg 188/07 requires Ontario municipalities to apply (or renew) for and obtain drinking water system licenses as part of their overall Drinking Water Quality Management System (DWQMS)
- Township's Drinking water license expires May 18, 2021, requiring an application for renewal by November 18, 2020
- One of the requirements for obtaining and renewing drinking water license is preparing a Sustainable Financial Plan (O. Reg. 453/07)
- The Sustainable Financial Plan will be based on the draft rate study

# **Water and Wastewater Financial Plan**

## **O.Reg. 453/07**

- Water Financial Plan - Condition of Drinking Water License Renewal
- Council Approval required prior to submission (MMAH)
- Wastewater Financial Plan consider best practice and encouraged by Province
- Financial Plans must include the following:
  - Statement of Financial Position
  - Statement of Cash Flow
  - Statement of Operations

# Assumptions

- Covers 2021 to 2026 (i.e. min 6 years)
- Based on projected financial information contained in the draft rate study including:
  - Costs;
  - Revenues;
  - Cash Transactions; and
  - Tangible Capital Assets.

# Key Considerations

- Operating Cost and Revenue Projections;
- Capital Needs Projections;
- Debt Projections;
- Reserve Projections; and
- Tangible Capital Asset (TCA) Projections.

# **Water O.Reg 453/07 Financial Plan**



# Water Operating Cost and Revenue Projections

|                                      | 2021         | 2022         | 2023         | 2024         | 2025         | 2026         |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Gross Operating Costs                | \$ 2,766,483 | \$ 2,904,772 | \$ 3,278,669 | \$ 3,399,944 | \$ 3,667,413 | \$ 4,258,187 |
| Non-Rate Revenues                    | \$ 84,578    | \$ 128,173   | \$ 405,137   | \$ 427,197   | \$ 593,120   | \$ 1,079,971 |
| Net Costs to be Recovered from Rates | \$ 2,681,904 | \$ 2,776,599 | \$ 2,873,532 | \$ 2,972,747 | \$ 3,074,293 | \$ 3,178,216 |
| Annual Percent Change                | 4.1%         | 3.5%         | 3.5%         | 3.5%         | 3.4%         | 3.4%         |

# Water Capital Needs Projections

|                                    | 2021         | 2022         | 2023         | 2024         | 2025         | 2026         |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Growth Capital                     | \$ 348,487   | \$ 2,289,054 | \$ 168,826   | \$ 1,364,991 | \$ 4,033,720 | \$ 445,538   |
| Non-Growth Capital / (Replacement) | \$ 2,160,246 | \$ 1,022,466 | \$ 1,068,007 | \$ 1,843,129 | \$ 2,899,548 | \$ 944,720   |
| Total Capital Needs                | \$ 2,508,732 | \$ 3,311,521 | \$ 1,236,833 | \$ 3,208,120 | \$ 6,933,268 | \$ 1,390,258 |

# Water Debt Projections

|                      | 2021      | 2022        | 2023        | 2024        | 2025        | 2026        |
|----------------------|-----------|-------------|-------------|-------------|-------------|-------------|
| Opening Debt Balance | \$0       | \$348,487   | \$2,607,835 | \$2,550,794 | \$3,667,622 | \$7,328,139 |
| Principal Repayment  | \$0       | (\$29,706)  | (\$225,867) | (\$248,164) | (\$373,203) | (\$730,105) |
| New Debt Issue       | \$348,487 | \$2,289,054 | \$168,826   | \$1,364,991 | \$4,033,720 | \$445,538   |
| Closing Debt Balance | \$348,487 | \$2,607,835 | \$2,550,794 | \$3,667,622 | \$7,328,139 | \$7,043,572 |

# Water Reserve Projections

## Water Capital Reserve

|                         | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Opening Balance         | \$5,287,563 | \$4,643,572 | \$5,214,646 | \$5,819,632 | \$5,722,060 | \$4,630,177 |
| Transfer from Operating | \$1,458,927 | \$1,529,162 | \$1,601,145 | \$1,674,913 | \$1,750,502 | \$1,827,949 |
| Transfer to Capital     | \$2,160,246 | \$1,022,466 | \$1,068,007 | \$1,843,129 | \$2,899,548 | \$944,720   |
| Closing Balance         | \$4,643,572 | \$5,214,646 | \$5,819,632 | \$5,722,059 | \$4,630,177 | \$5,582,323 |

## Water Development Charges Reserve Fund

|                              | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Opening Balance              | \$566,782   | \$1,033,584 | \$1,477,588 | \$1,704,064 | \$1,928,692 | \$2,006,296 |
| Development Charges Proceeds | \$454,042   | \$467,664   | \$522,580   | \$538,258   | \$554,405   | \$571,038   |
| Transfer to Capital          | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         |
| Interest                     | \$12,760    | \$18,242    | \$21,038    | \$23,811    | \$24,769    | \$19,884    |
| Closing Balance              | \$1,033,584 | \$1,477,587 | \$1,704,064 | \$1,928,692 | \$2,006,296 | \$1,610,628 |

# Water TCA Projections

|                                             | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          |
|---------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Historical Cost</b>                      | \$ 26,775,219 | \$ 29,467,552 | \$ 30,033,771 | \$ 32,413,880 | \$ 37,071,228 | \$ 38,199,384 |
| <b>Accumulated Amortization (Beginning)</b> | \$ 9,497,464  | \$ 9,894,603  | \$ 10,343,626 | \$ 10,825,480 | \$ 11,349,519 | \$ 12,001,979 |
| <b>Amortization Expense</b>                 | \$ 397,139    | \$ 449,023    | \$ 481,854    | \$ 524,039    | \$ 652,460    | \$ 757,363    |
| <b>Accumulated Amortization (Ending)</b>    | \$ 8,835,962  | \$ 8,665,797  | \$ 8,477,039  | \$ 8,173,065  | \$ 6,549,605  | \$ 7,044,867  |
| <b>Net Book Value</b>                       | \$ 17,939,257 | \$ 20,801,755 | \$ 21,556,733 | \$ 24,240,814 | \$ 30,521,622 | \$ 31,154,518 |

# Water Statement of Operations

|                                                         | 2021                | 2022                | 2023                | 2024                | 2025                | 2026                |
|---------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Water Revenue</b>                                    |                     |                     |                     |                     |                     |                     |
| Rate Revenue                                            | \$2,681,904         | \$2,776,599         | \$2,873,532         | \$2,972,747         | \$3,074,293         | \$3,178,216         |
| Earned Revenue                                          | \$0                 | \$41,903            | \$317,142           | \$337,441           | \$501,570           | \$986,590           |
| Other Revenue                                           | \$141,906           | \$150,648           | \$159,843           | \$161,603           | \$148,713           | \$162,299           |
| <b>Total Revenues</b>                                   | <b>\$2,823,811</b>  | <b>\$2,969,150</b>  | <b>\$3,350,516</b>  | <b>\$3,471,791</b>  | <b>\$3,724,576</b>  | <b>\$4,327,104</b>  |
| <b>Water Expenses</b>                                   |                     |                     |                     |                     |                     |                     |
| Operating Expenses                                      | \$1,307,556         | \$1,380,000         | \$1,360,382         | \$1,387,589         | \$1,415,341         | \$1,443,648         |
| Interest on Debt                                        | \$0                 | \$12,197            | \$91,274            | \$89,278            | \$128,367           | \$0                 |
| Amortization                                            | \$397,139           | \$449,023           | \$481,854           | \$524,039           | \$652,460           | \$757,363           |
| <b>Total Expenses</b>                                   | <b>\$1,704,695</b>  | <b>\$1,841,220</b>  | <b>\$1,933,510</b>  | <b>\$2,000,906</b>  | <b>\$2,196,168</b>  | <b>\$2,201,010</b>  |
| <b>Annual Surplus/(Deficit)</b>                         | <b>\$1,119,116</b>  | <b>\$1,127,930</b>  | <b>\$1,417,006</b>  | <b>\$1,470,885</b>  | <b>\$1,528,408</b>  | <b>\$2,126,094</b>  |
| <b>Accumulated Surplus/(Deficit), Beginning of Year</b> | <b>\$21,115,226</b> | <b>\$22,234,342</b> | <b>\$23,362,273</b> | <b>\$24,779,278</b> | <b>\$26,250,163</b> | <b>\$27,778,572</b> |
| <b>Accumulated Surplus/ (Deficit), End of Year</b>      | <b>\$22,234,342</b> | <b>\$23,362,273</b> | <b>\$24,779,278</b> | <b>\$26,250,163</b> | <b>\$27,778,572</b> | <b>\$29,904,665</b> |
| <b>Financial Indicators</b>                             |                     |                     |                     |                     |                     |                     |
| <b>Increase (Decrease) in Total Revenues</b>            | <b>\$98,903</b>     | <b>\$145,339</b>    | <b>\$381,366</b>    | <b>\$121,275</b>    | <b>\$252,784</b>    | <b>\$602,529</b>    |
| <b>Increase (Decrease) in Total Expenses</b>            | <b>\$27,978</b>     | <b>\$136,525</b>    | <b>\$92,290</b>     | <b>\$67,396</b>     | <b>\$195,261</b>    | <b>\$4,843</b>      |
| <b>Increase (Decrease) in Annual Surplus</b>            | <b>\$70,925</b>     | <b>\$8,815</b>      | <b>\$289,075</b>    | <b>\$53,879</b>     | <b>\$57,523</b>     | <b>\$597,686</b>    |
| <b>Operating Surplus Ratio</b>                          | <b>39.6%</b>        | <b>38.0%</b>        | <b>42.3%</b>        | <b>42.4%</b>        | <b>41.0%</b>        | <b>49.1%</b>        |

# Water Statement of Cash Flows

|                                                            | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          |
|------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Cash Provided by:</b>                                   |               |               |               |               |               |               |
| <b>Operating Activities</b>                                |               |               |               |               |               |               |
| Annual Surplus/(Deficit)                                   | \$1,119,116   | \$1,127,930   | \$1,417,006   | \$1,470,885   | \$1,528,408   | \$2,126,094   |
| <b>Non-Cash Items</b>                                      |               |               |               |               |               |               |
| Amortization                                               | \$397,139     | \$449,023     | \$481,854     | \$524,039     | \$652,460     | \$757,363     |
| Earned Revenue                                             | \$0           | (\$41,903)    | (\$317,142)   | (\$337,441)   | (\$501,570)   | (\$986,590)   |
| <b>Net Change in Cash Provided by Operating Activities</b> | \$1,516,255   | \$1,535,051   | \$1,581,718   | \$1,657,483   | \$1,679,298   | \$1,896,867   |
| <b>Capital Activities</b>                                  |               |               |               |               |               |               |
| Purchase of TCA                                            | (\$2,508,732) | (\$3,311,521) | (\$1,236,832) | (\$3,208,121) | (\$6,933,268) | (\$1,390,258) |
| <b>Net Change in Cash Used in Capital Activities</b>       | (\$2,508,732) | (\$3,311,521) | (\$1,236,832) | (\$3,208,121) | (\$6,933,268) | (\$1,390,258) |
| <b>Financing Activities</b>                                |               |               |               |               |               |               |
| DC Collections                                             | \$466,803     | \$485,906     | \$543,618     | \$562,069     | \$579,174     | \$590,922     |
| External Financing                                         | \$0           | \$0           | \$0           | \$0           | \$0           | \$0           |
| Proceeds From Long-Term Debt                               | \$348,487     | \$2,289,054   | \$168,826     | \$1,364,991   | \$4,033,720   | \$445,538     |
| Repayment of Long-Term Debt                                | \$0           | (\$29,706)    | (\$225,867)   | (\$248,164)   | (\$373,203)   | (\$730,105)   |
| <b>Net Change in Cash Used in Financing Activities</b>     | \$815,290     | \$2,745,254   | \$486,577     | \$1,678,896   | \$4,239,692   | \$306,355     |
| <b>Net Change in Cash and Cash Equivalents</b>             | (\$177,188)   | \$968,784     | \$831,463     | \$128,258     | (\$1,014,278) | \$812,964     |
| Cash and Cash Equivalents, Beginning of the Year           | \$5,854,345   | \$5,677,157   | \$6,645,941   | \$7,477,404   | \$7,605,662   | \$6,591,384   |
| Cash and Cash Equivalents, End of the Year                 | \$5,677,157   | \$6,645,941   | \$7,477,404   | \$7,605,662   | \$6,591,384   | \$7,404,348   |

# Water Statement of Financial Position

|                                                       | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          |
|-------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Financial Assets</b>                               |               |               |               |               |               |               |
| Cash, Receivables and Investment                      | \$5,677,157   | \$6,645,941   | \$7,477,404   | \$7,605,662   | \$6,591,384   | \$7,404,348   |
| <b>Total Financial Assets</b>                         | \$5,677,157   | \$6,645,941   | \$7,477,404   | \$7,605,662   | \$6,591,384   | \$7,404,348   |
| <b>Financial Liabilities</b>                          |               |               |               |               |               |               |
| Accounts Payable & Deferred Revenue                   | \$1,033,584   | \$1,477,588   | \$1,704,064   | \$1,928,692   | \$2,006,296   | \$1,610,628   |
| Long-term Liabilities                                 | \$348,487     | \$2,607,835   | \$2,550,794   | \$3,667,622   | \$7,328,139   | \$7,043,572   |
| <b>Total Financial Liabilities</b>                    | \$1,382,071   | \$4,085,423   | \$4,254,859   | \$5,596,313   | \$9,334,435   | \$8,654,200   |
| <b>Net Financial Assets (Net Debt)</b>                | \$4,295,085   | \$2,560,518   | \$3,222,545   | \$2,009,349   | (\$2,743,051) | (\$1,249,852) |
| <b>Non-Financial Assets</b>                           |               |               |               |               |               |               |
| Tangible Capital Assets                               | \$26,775,219  | \$29,467,552  | \$30,033,771  | \$32,413,880  | \$37,071,228  | \$38,199,384  |
| Accumulated Amortization                              | (\$8,835,962) | (\$8,665,797) | (\$8,477,039) | (\$8,173,065) | (\$6,549,605) | (\$7,044,867) |
| <b>Total Non-Financial Assets</b>                     | \$17,939,257  | \$20,801,755  | \$21,556,733  | \$24,240,814  | \$30,521,622  | \$31,154,518  |
| <b>Accumulated Surplus</b>                            | \$22,234,342  | \$23,362,272  | \$24,779,278  | \$26,250,163  | \$27,778,572  | \$29,904,666  |
| <b>Financial Indicators</b>                           |               |               |               |               |               |               |
| <b>Increase (Decrease) in Net Financial Assets</b>    | (\$992,478)   | (\$1,734,568) | \$662,028     | (\$1,213,196) | (\$4,752,399) | \$1,493,199   |
| <b>Increase (Decrease) in Tangible Capital Assets</b> | \$2,111,594   | \$2,862,498   | \$754,978     | \$2,684,081   | \$6,280,808   | \$632,895     |
| <b>Increase (Decrease) in Accumulated Surplus</b>     | \$1,119,116   | \$1,127,930   | \$1,417,006   | \$1,470,885   | \$1,528,409   | \$2,126,094   |
| <b>Water Asset Consumption Ratio</b>                  | 33%           | 29%           | 28%           | 25%           | 18%           | 18%           |



# Wastewater Financial Plan

# Wastewater Operating Cost and Revenue Projections

|                                      | 2021         | 2022         | 2023         | 2024         | 2025         | 2026         |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Gross Operating Costs                | \$ 3,604,028 | \$ 3,716,419 | \$ 3,831,486 | \$ 3,949,284 | \$ 4,069,869 | \$ 4,193,299 |
| Non-Rate Revenues                    | \$ 528,366   | \$ 528,713   | \$ 529,066   | \$ 529,427   | \$ 529,795   | \$ 530,171   |
| Net Costs to be Recovered from Rates | \$ 3,075,662 | \$ 3,187,706 | \$ 3,302,419 | \$ 3,419,856 | \$ 3,540,074 | \$ 3,663,128 |
| Annual Percent Change                | 4.2%         | 3.6%         | 3.6%         | 3.6%         | 3.5%         | 3.5%         |

# Wastewater Capital Needs Projections

|                                    | 2021         | 2022         | 2023         | 2024         | 2025         | 2026         |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Growth Capital                     | \$ 2,253,185 | \$ 1,241,000 | \$ 449,081   | \$ 428,382   | \$ 2,225,166 | \$ 1,130,921 |
| Non-Growth Capital / (Replacement) | \$ 1,068,469 | \$ 1,291,787 | \$ 1,330,355 | \$ 1,683,009 | \$ 1,816,318 | \$ 969,759   |
| Total Capital Needs                | \$ 3,321,654 | \$ 2,532,787 | \$ 1,779,436 | \$ 2,111,391 | \$ 4,041,484 | \$ 2,100,679 |

# Wastewater Debt Projections

|                      | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        |
|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Opening Debt Balance | \$5,476,157 | \$4,828,531 | \$4,153,231 | \$3,448,989 | \$2,714,480 | \$2,208,280 |
| Principal Repayment  | (\$647,626) | (\$675,301) | (\$704,241) | (\$734,509) | (\$506,200) | (\$523,917) |
| New Debt Issue       | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         |
| Closing Debt Balance | \$4,828,531 | \$4,153,231 | \$3,448,989 | \$2,714,480 | \$2,208,280 | \$1,684,363 |

# Wastewater Reserve Projections

Wastewater Reserve Fund

|                         | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Opening Balance         | \$1,381,871 | \$1,642,995 | \$1,765,964 | \$1,938,238 | \$1,844,593 | \$1,965,439 |
| Transfer from Operating | \$1,309,309 | \$1,392,954 | \$1,478,700 | \$1,566,591 | \$1,912,900 | \$2,005,214 |
| Transfer to Capital     | \$1,068,469 | \$1,291,787 | \$1,330,355 | \$1,683,009 | \$1,816,318 | \$969,759   |
| Interest                | \$20,284    | \$21,802    | \$23,929    | \$22,773    | \$24,265    | \$37,511    |
| Closing Balance         | \$1,642,995 | \$1,765,964 | \$1,938,238 | \$1,844,593 | \$1,965,439 | \$3,038,405 |

Wastewater Development Charges Reserve Fund

|                              | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Opening Balance              | \$5,927,440 | \$4,441,471 | \$3,998,925 | \$4,502,398 | \$5,075,889 | \$3,881,356 |
| Development Charges Proceeds | \$1,223,409 | \$1,260,111 | \$1,407,994 | \$1,450,233 | \$1,493,740 | \$1,538,553 |
| Transfer to Capital          | \$2,253,185 | \$1,241,000 | \$449,081   | \$428,382   | \$2,225,166 | \$1,130,921 |
| Interest                     | \$54,833    | \$49,369    | \$55,585    | \$62,665    | \$47,918    | \$47,225    |
| Closing Balance              | \$4,441,471 | \$3,998,925 | \$4,502,398 | \$5,075,889 | \$3,881,356 | \$3,825,186 |

# Wastewater TCA Projections

|                                             | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          |
|---------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Historical Cost</b>                      | \$ 27,119,758 | \$ 29,187,976 | \$ 30,638,811 | \$ 32,359,705 | \$ 35,649,930 | \$ 37,356,393 |
| <b>Accumulated Amortization (Beginning)</b> | \$ 9,360,560  | \$ 9,803,858  | \$ 10,288,974 | \$ 10,792,181 | \$ 11,310,470 | \$ 11,872,462 |
| <b>Amortization Expense</b>                 | \$ 443,299    | \$ 485,116    | \$ 503,207    | \$ 518,289    | \$ 561,992    | \$ 605,865    |
| <b>Accumulated Amortization (Ending)</b>    | \$ 9,002,856  | \$ 9,023,403  | \$ 9,198,010  | \$ 9,325,802  | \$ 9,136,535  | \$ 9,348,183  |
| <b>Net Book Value</b>                       | \$ 18,116,901 | \$ 20,164,573 | \$ 21,440,801 | \$ 23,033,904 | \$ 26,513,395 | \$ 28,008,210 |

# Wastewater Statement of Operations

|                                                         | 2021                | 2022                | 2023                | 2024                | 2025                | 2026                |
|---------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Water Revenue</b>                                    |                     |                     |                     |                     |                     |                     |
| Rate Revenue                                            | \$3,075,662         | \$3,187,706         | \$3,302,419         | \$3,419,856         | \$3,540,074         | \$3,663,128         |
| Earned Revenue                                          | \$2,764,211         | \$1,752,026         | \$960,106           | \$939,407           | \$2,736,192         | \$1,641,947         |
| Other Revenue                                           | \$37,624            | \$39,489            | \$41,969            | \$42,330            | \$43,034            | \$56,656            |
| <b>Total Revenues</b>                                   | <b>\$5,877,497</b>  | <b>\$4,979,221</b>  | <b>\$4,304,495</b>  | <b>\$4,401,594</b>  | <b>\$6,319,299</b>  | <b>\$5,361,731</b>  |
| <b>Water Expenses</b>                                   |                     |                     |                     |                     |                     |                     |
| Operating Expenses                                      | \$1,437,284         | \$1,466,030         | \$1,495,350         | \$1,525,257         | \$1,555,762         | \$1,586,878         |
| Interest on Debt                                        | \$209,809           | \$182,134           | \$153,194           | \$122,926           | \$95,007            | \$0                 |
| Amortization                                            | \$443,299           | \$485,116           | \$503,207           | \$518,289           | \$561,992           | \$605,865           |
| Other                                                   | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| <b>Total Expenses</b>                                   | <b>\$2,090,392</b>  | <b>\$2,133,280</b>  | <b>\$2,151,751</b>  | <b>\$2,166,472</b>  | <b>\$2,212,761</b>  | <b>\$2,192,742</b>  |
| <b>Annual Surplus/(Deficit)</b>                         | <b>\$3,787,105</b>  | <b>\$2,845,941</b>  | <b>\$2,152,744</b>  | <b>\$2,235,122</b>  | <b>\$4,106,538</b>  | <b>\$3,168,988</b>  |
| <b>Accumulated Surplus/(Deficit), Beginning of Year</b> | <b>\$11,144,259</b> | <b>\$14,931,365</b> | <b>\$17,777,306</b> | <b>\$19,930,049</b> | <b>\$22,165,171</b> | <b>\$26,271,709</b> |
| <b>Accumulated Surplus/ (Deficit), End of Year</b>      | <b>\$14,931,365</b> | <b>\$17,777,306</b> | <b>\$19,930,049</b> | <b>\$22,165,171</b> | <b>\$26,271,709</b> | <b>\$29,440,698</b> |
| <b>Financial Indicators</b>                             |                     |                     |                     |                     |                     |                     |
| <b>Increase (Decrease) in Total Revenues</b>            | <b>\$2,380,717</b>  | <b>(\$898,276)</b>  | <b>(\$674,726)</b>  | <b>\$97,099</b>     | <b>\$1,917,705</b>  | <b>(\$957,569)</b>  |
| <b>Increase (Decrease) in Total Expenses</b>            | <b>\$42,888</b>     | <b>\$42,888</b>     | <b>\$18,471</b>     | <b>\$14,721</b>     | <b>\$46,289</b>     | <b>(\$20,019)</b>   |
| <b>Increase (Decrease) in Annual Surplus</b>            | <b>(\$938,752)</b>  | <b>(\$941,164)</b>  | <b>(\$693,197)</b>  | <b>\$82,378</b>     | <b>\$1,871,416</b>  | <b>(\$937,550)</b>  |
| <b>Operating Surplus Ratio</b>                          | <b>57.9%</b>        | <b>57.2%</b>        | <b>50.0%</b>        | <b>50.8%</b>        | <b>65.0%</b>        | <b>59.1%</b>        |

# Wastewater Statement of Cash Flows

|                                                            | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          |
|------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Cash Provided by:</b>                                   |               |               |               |               |               |               |
| <b>Operating Activities</b>                                |               |               |               |               |               |               |
| Annual Surplus/(Deficit)                                   | \$3,787,105   | \$2,845,941   | \$2,152,744   | \$2,235,122   | \$4,106,538   | \$3,168,988   |
| <b>Non-Cash Items</b>                                      |               |               |               |               |               |               |
| Amortization                                               | \$443,299     | \$485,116     | \$503,207     | \$518,289     | \$561,992     | \$605,865     |
| Earned Revenue                                             | (\$2,764,211) | (\$1,752,026) | (\$960,106)   | (\$939,407)   | (\$2,736,192) | (\$1,641,947) |
| <b>Net Change in Cash Provided by Operating Activities</b> | \$1,466,193   | \$1,579,031   | \$1,695,845   | \$1,814,003   | \$1,932,339   | \$2,132,906   |
| <b>Capital Activities</b>                                  |               |               |               |               |               |               |
| Purchase of TCA                                            | (\$3,321,654) | (\$2,532,787) | (\$1,779,436) | (\$2,111,391) | (\$4,041,484) | (\$2,100,679) |
| <b>Net Change in Cash Used in Capital Activities</b>       | (\$3,321,654) | (\$2,532,787) | (\$1,779,436) | (\$2,111,391) | (\$4,041,484) | (\$2,100,679) |
| <b>Financing Activities</b>                                |               |               |               |               |               |               |
| DC Collections                                             | \$1,278,242   | \$1,309,480   | \$1,463,579   | \$1,512,899   | \$1,541,658   | \$1,585,777   |
| External Financing                                         | \$0           | \$0           | \$0           | \$0           | \$0           | \$0           |
| Proceeds From Long-Term Debt                               | \$0           | \$0           | \$0           | \$0           | \$0           | \$0           |
| Repayment of Long-Term Debt                                | (\$647,626)   | (\$675,301)   | (\$704,241)   | (\$734,509)   | (\$506,200)   | (\$523,917)   |
| <b>Net Change in Cash Used in Financing Activities</b>     | \$630,616     | \$634,180     | \$759,337     | \$778,390     | \$1,035,458   | \$1,061,860   |
| <b>Net Change in Cash and Cash Equivalents</b>             | (\$1,224,845) | (\$319,576)   | \$675,746     | \$481,002     | (\$1,073,687) | \$1,094,087   |
| Cash and Cash Equivalents, Beginning of the Year           | \$7,309,310   | \$6,084,465   | \$5,764,889   | \$6,440,635   | \$6,921,637   | \$5,847,950   |
| Cash and Cash Equivalents, End of the Year                 | \$6,084,465   | \$5,764,889   | \$6,440,635   | \$6,921,637   | \$5,847,950   | \$6,942,037   |



# Wastewater Statement of Financial Position

|                                                       | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          |
|-------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Financial Assets</b>                               |               |               |               |               |               |               |
| Cash,Receivables and Investment                       | \$6,084,465   | \$5,764,889   | \$6,440,635   | \$6,921,637   | \$5,847,950   | \$6,942,037   |
| <b>Total Financial Assets</b>                         | \$6,084,465   | \$5,764,889   | \$6,440,635   | \$6,921,637   | \$5,847,950   | \$6,942,037   |
| <b>Financial Liabilities</b>                          |               |               |               |               |               |               |
| Accounts Payable & Deferred Revenue                   | \$4,441,471   | \$3,998,925   | \$4,502,398   | \$5,075,889   | \$3,881,356   | \$3,825,186   |
| Long-term Liabilities                                 | \$4,828,531   | \$4,153,231   | \$3,448,989   | \$2,714,480   | \$2,208,280   | \$1,684,363   |
| <b>Total Financial Liabilities</b>                    | \$9,270,002   | \$8,152,156   | \$7,951,387   | \$7,790,369   | \$6,089,636   | \$5,509,550   |
| <b>Net Financial Assets (Net Debt)</b>                | (\$3,185,537) | (\$2,387,267) | (\$1,510,752) | (\$868,732)   | (\$241,686)   | \$1,432,488   |
| <b>Non-Financial Assests</b>                          |               |               |               |               |               |               |
| Tangible Capital Assets                               | \$27,119,758  | \$29,187,976  | \$30,638,811  | \$32,359,705  | \$35,649,930  | \$37,356,393  |
| Accumulated Amortization                              | (\$9,002,856) | (\$9,023,403) | (\$9,198,010) | (\$9,325,802) | (\$9,136,535) | (\$9,348,183) |
| <b>Total Non-Financial Assets</b>                     | \$18,116,901  | \$20,164,573  | \$21,440,801  | \$23,033,904  | \$26,513,395  | \$28,008,210  |
| <b>Accumulated Surplus</b>                            | \$14,931,365  | \$17,777,305  | \$19,930,049  | \$22,165,171  | \$26,271,709  | \$29,440,698  |
| <b>Financial Indicators</b>                           |               |               |               |               |               |               |
| <b>Increase (Decrease) in Net Financial Assets</b>    | \$908,750     | \$798,270     | \$876,515     | \$642,020     | \$627,046     | \$1,674,174   |
| <b>Increase (Decrease) in Tangible Capital Assets</b> | \$2,878,356   | \$2,047,671   | \$1,276,229   | \$1,593,102   | \$3,479,492   | \$1,494,815   |
| <b>Increase (Decrease) in Accumulated Surplus</b>     | \$3,787,105   | \$2,845,941   | \$2,152,744   | \$2,235,122   | \$4,106,538   | \$3,168,988   |
| <b>Water Asset Consumption Ratio</b>                  | 33%           | 31%           | 30%           | 29%           | 26%           | 25%           |

# **PART 5**

## **Recommendations**

# Recommendations

- That the draft projected water and wastewater rates as presented be received and that the Final Water and Wastewater Rate Report be prepared and presented to Council for approval at the next scheduled meeting of Council
- That the O.Reg. 453/07 Water System Financial Plan No. 113-301A including the Financial Statements contained therein be approved by Council and submitted to the Province of Ontario in accordance with the Drinking Water System License renewal requirements and O. Reg. 453/07.
- That the Wastewater System Financial Plan including the Financial Statements contained herein be received by Council.
- That a copy of the Water Financial Plan No. 113-301A and the Wastewater Financial Plan be posted on the Township's website and made available to the public at no charge.



# Questions?



**DFA Infrastructure  
International Inc**

**Presentation to Council  
October 26, 2020**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
PUBLIC MEETING MINUTES – TUESDAY, OCTOBER 13, 2020 @ 7:00 P.M.  
VIA WEB CONFERENCING <https://www.youtube.com/watch?v=in2GZRHu1YE>**

**Members Present:**

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

**Member Absent:**

**Councillor:** Lisa Hern

**Staff Present:**

**Chief Administrative Officer:** Michael Givens  
**Director of Legislative Services/Clerk:** Karren Wallace  
**Deputy Clerk:** Catherine Conrad  
**Economic Development Officer:** Dale Small  
**Chief Building Official:** Darren Jones  
**Director of Operations:** Matthew Aston  
**Community Recreation Coordinator:** Mandy Jones  
**Planner:** Matthieu Daoust

**CALLING TO ORDER - Mayor Lennox**

Mayor Lennox called the meeting to order

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest disclosed.

**OWNERS/APPLICANT**

2574574 Ontario Inc.

**LOCATION OF THE SUBJECT LAND**

The land subject to the proposed amendment is described as Park Lot 3, S/S Birmingham Street and located just west of the property at 475 Wellington St E, Geographic Town of Mount Forest. The property is 2.32 ha (5.73 ac) in size.

**PURPOSE AND EFFECT OF THE APPLICATION**

The purpose and effect of the proposed amendment is to rezone the subject land from Residential (R2) zone to Residential (R3) zone to facilitate increased density and the construction of a 6-unit row townhouse. Additional relief may be considered at this meeting.

**NOTICE**

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on September 18, 2020.

**PRESENTATIONS**

- Matthieu Daoust, Planner, County of Wellington, Township of Wellington North
  - Planning Report dated October 2, 2020

**PLANNING OPINION**

The purpose of this zoning amendment is to rezone a portion of the subject lands from Medium Density Residential (R2) to High Density Residential (R3) to permit the construction of a 6-unit street townhouse.

We have no objections to the proposed zoning amendment. The proposal is consistent with the Provincial Policy Statement and conforms to the Official Plan policies.

## INTRODUCTION

The property subject to the proposed amendment is described as Park Lot 3 S/S Birmingham, Geographic Town of Mount Forest. The subject lands are vacant, approximately 2.32 ha (5.7 ac) in size and the lands subject of the amendment are approximately 1989 m<sup>2</sup> (0.49 ac) in size.

## PROPOSAL

The purpose of this zoning amendment is to rezone the subject lands from Medium Density Residential (R2) to High Density Residential (R3) to permit the construction of a 6-unit street townhouse.

## WELLINGTON COUNTY OFFICIAL PLAN

The property is within the Mount Forest Urban Centre and designated as Residential. "Townhouses and apartments, bed and breakfast establishments, group homes and nursing homes, may also be allowed subject to the requirements of the Zoning By-law and the applicable policies of this Plan."

Section 7.5.1 of the County Official Plan provides details on land use compatibility in Urban Centres "Urban Centres are expected to provide a full range of land use opportunities. Residential uses of various types and densities, commercial, industrial and institutional uses as well as parks and open space uses will be permitted where compatible and where services are available."

## WELLINGTON NORTH ZONING BY-LAW

The subject lands are zoned Medium Density Residential (R2) and Future Development (FD). The area subject of the amendment is zoned Medium Density Residential (R2). The applicant is seeking to rezone to High Density Residential (R3) to permit the construction of a 6-unit street townhouse.

The applicant is seeking the aforementioned amendment given that 4-unit street townhouses is the highest density street townhouse permitted in the R2 zone. The proposed development does meet all other requirements of the R3 zoning for street townhouses.

## PLANNING DISCUSSION

### Medium Density Development

Section 8.3.5 of the County Official Plan identifies that medium density development such as townhouses may be permitted in RESIDENTIAL designated areas provided that specific criteria are addressed.

The specific criteria are addressed as follows:

| Policy Requirement:                                                                                  | Response:                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) Development should not exceed 35 units per hectare (14 units per acre) for townhouses             | The proposed townhouse development is to be built with a total a 6 units on a 0.49 ac parcel (12 units per acre). The proposed density is under the maximum medium density of 35 units per hectare (14 units per acre) identified for townhouses. |
| b) The design is compatible with existing or future development on adjacent properties;              | Adjacent uses include single detached dwellings and a townhouse. Site design, landscaping fencing etc. will be reviewed as part of the site plan application and will consider compatibility with adjacent uses.                                  |
| c) The site has a suitable size and shape to accommodate the development and required infrastructure | The subject lands are 0.49 ac in size which is suitable in size and shape for a townhouse development. Site design, grading, drainage,                                                                                                            |

|                                                                                                                          |                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                          | landscaping etc. will be reviewed as part of the site plan application.                                                                                                                                         |
| d) Adequate services are available                                                                                       | Municipal servicing is available in Mount Forest. The applicants engineer is preparing updated design drawings to service the development. These details will be reviewed as part of the site plan application. |
| e) In the built boundary, medium density street townhouses are encouraged to locate on major roadways and arterial roads | The property is located on Wellington Street East.                                                                                                                                                              |
| f) Appropriate zoning is provided.                                                                                       | The property is proposed to be zoned High Density Residential R3 which provides standards for street townhouse dwellings.                                                                                       |

#### Site Plan Approval

The proposed development will be subject to Site Plan Review by the Township. Site design, grading, servicing, stormwater management, landscaping, parking, fencing etc. will be reviewed as part of the site plan review.

#### Draft Zoning By-law Amendment

A draft Zoning By-law amendment has been prepared for public review and Council's consideration.

### CORRESPONDENCE FOR COUNCIL'S REVIEW

- Heather Imm, Senior Planner, Upper Grand District School Board
  - Letter Dated September 23, 2020 (No Objection)
- Emily Vandermeulen, Risk Management Inspector, Wellington Source Water Protection
  - Email dated September 25, 2020 (No Objection)
  - Well Head Protection Area Map
- Michael Oberle, Environmental Planning Technician, Saugeen Conservation
  - Letter dated October 7, 2020 (No Objection)

### REQUEST FOR NOTICE OF DECISION

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

### MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

The Applicant, Brad Wilson, and the Applicant's Agent, Hailey Keast, Van Harten Surveying Inc., were present to answer questions regarding the application. Ms. Keast commented that three consent applications were recently approved, and they were asking for a zone change for one parcel to allow for a six-unit townhouse. The zone change is required to satisfy a condition of the approved severance and will allow for development of the property.

### COMMENTS/QUESTIONS FROM COUNCIL

Mayor Lennox asked if the six-unit townhouse is being proposed because the sizing and space of the lot makes a four-unit inspectable. Mr. Wilson confirmed that is correct.

**OWNERS/APPLICANT**

2073022 Ontario Inc.

**LOCATION OF THE SUBJECT LAND**

The land subject to the proposed amendment is described as WEST LUTHER CON 1 PT LOT 1;CHADWICK AND ANDERSON'S;SURVEY PLAN 120 LOTS 118 TO;121 PT LOTS 110 TO 113 122;169 170 PT LORNE AVE, located in the Town of Arthur. The subject property is 9.95 ha (24.6 ac) in size.

**PURPOSE AND EFFECT OF THE APPLICATION**

The purpose and effect of the proposed amendment is to remove the holding symbol from a portion of the subject lands to permit the construction of a model home. The Holding Symbol has been applied to the property in order to provide Council with an opportunity to ensure that sufficient municipal water and sewer capacity is available for the use. Once the Holding symbol has been removed, the regulations of the R2 zone, and all other applicable regulations of the Township of Wellington North Zoning By-law 66-01, shall apply to the lands subject of this amendment.

**NOTICE**

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on September 18, 2020.

**PRESENTATIONS**

- Matthieu Daoust, Planner, County of Wellington, Township of Wellington North
  - Planning Report dated September 24, 2020

Please find attached a by-law to remove the holding symbol from a portion of the subject lands. The purpose of the amendment is to remove the holding symbol (H) on a portion of the subject lands to allow for the construction of a model home. The Holding Symbol has been applied to a portion of the property in order to provide Council with an opportunity to ensure that sufficient municipal water and sewer capacity is available for the use. Once the Holding symbol has been removed, the regulations of the Medium Density Residential (R2) zone, and all other applicable regulations of the Township of Wellington North Zoning By-law 66-01, shall apply to the portion of land subject of this amendment.

The Township staff has indicated there is sufficient municipal water and sewer capacity available to accommodate the model home. Township staff have confirmed with the applicant that they will be required to apply for an additional zone amendment to remove the Holding By-law on the remainder of the subject lands to permit the development of the subdivision.

**CORRESPONDENCE FOR COUNCIL'S REVIEW**

- Emily Vandermeulen, Risk Management Inspector, Wellington Source Water Protection
  - Email dated September 25, 2020 (No Objection)
  - Well Head Protection Area Map
- GRCA, email received October 13, 2020, stating they will not be commenting on the application

**REQUEST FOR NOTICE OF DECISION**

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



**MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS**

Arnold DeBoer, Pinestone Homes, explained that the proposed zone amendment will allow them to get a foundation for the model home in prior to winter frost. They understand that permits won't be available until the new year.

**COMMENTS/QUESTIONS FROM COUNCIL**

There were no comments or questions from Council.

**ADJOURNMENT**

RESOLUTION: 004-2020

Moved: Councillor Yake

Seconded: Councillor Burke

THAT the Public Meeting of October 13, 2020 be adjourned at 7:48 pm.

CARRIED

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**CLERK**

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**MAYOR**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING OCTOBER 13, 2020 – 7:00 P.M.  
CLOSED SESSION TO FOLLOW OPEN SESSION  
VIA WEB CONFERENCING <https://www.youtube.com/watch?v=in2GZRHu1YE>**

**Members Present:**

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

**Member Absent:**

**Councillor:** Lisa Hern

**Staff Present:**

**Chief Administrative Officer:** Michael Givens  
**Director of Legislative Services/Clerk:** Karren Wallace  
**Deputy Clerk:** Catherine Conrad  
**Economic Development Officer:** Dale Small  
**Chief Building Official:** Darren Jones  
**Director of Operations:** Matthew Aston  
**Community Recreation Coordinator:** Mandy Jones  
**Planner:** Matthieu Daoust

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA**

RESOLUTION: 2020-293

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Agenda for the October 13, 2020 Regular Meeting of Council be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**COUNTY COUNCIL UPDATE**

Andy Lennox, Mayor

The Solid Waste Services Committee recommendations for changes to the Solid Waste Program regarding leaf and yard waste were accepted and ratified at the County Council Meeting. There will be no drop off fee for yard waste at the Riverstown Landfill Site and the frequency of pickup dates of those items will be increased. Those are positive changes for our residents and will help to address concerns raised by Wellington North.

The County Roads Department is working on a Roads Master Plan, title "Road Map". The process will include a large-scale study looking at what the current and future needs of the roads network is and road safety, different users; balancing passenger and commercial traffic with safety, particularly safety through the urban areas regarding speed and sharing space with other users such as pedestrian and cyclists, and where is it appropriate to restrict traffic flow to facilitate other road users; with the first priority being to facilitate traffic flow. There will be virtual public consultations that Council was encouraged to participate in those discussions. Details and updates of various milestones will be posted on the County website.

### RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2020-294

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of October 13, 2020 for the purpose of holding a Public Meeting under the Planning Act:*

- 2738330 Ontario Inc., Minor Variance
- 2574574 Ontario Inc., Zoning By-law Amendment
- 2073022 Ontario Inc., Zoning By-law Amendment

CARRIED

### RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2020-295

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North resume the October 13, 2020 Regular Meeting of Council.*

CARRIED

### PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 085-20 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Park Lot 3 S/S Birmingham St., Geographic Town of Mount Forest – 2574574 Ontario Inc.)

RESOLUTION: 2020-296

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT By-law Number 085-20 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. (Park Lot 3 S/S Birmingham St., Geographic Town of Mount Forest – 2574574 Ontario Inc.)*

CARRIED

- b. By-law Number 086-20 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (West Luther Conc 1 Pt Lot 1, Chadwick and Anderson's; Survey Plan 120 Lots 118 to 121 Pt Lots 110 to 113 122, 169 170 Pt Lorne Ave, Geographic Town of Arthur — 2073022 Ontario Inc.)

RESOLUTION: 2020-297

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT By-law Number 086-20 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. (West Luther Conc 1 Pt Lot 1, Chadwick and Anderson's; Survey Plan 120 Lots 118 to 121 Pt Lots 110 to 113 122, 169 170 Pt Lorne Ave, Geographic Town of Arthur - 2073022 Ontario Inc.)*

CARRIED

## **ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

1. Regular Meeting of Council, September 28, 2020

RESOLUTION: 2020-298

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the minutes of the Regular Meeting of Council held on September 28, 2020 be adopted as circulated.*

CARRIED

## **BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

1. Resolution regarding support for fair and equitable assessment system for all aggregate resource properties

RESOLUTION: 2020-299

Moved: Councillor Burke

Seconded: Councillor McCabe

*WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands; and*

*WHEREAS Council of the Corporation of the Township of Wellington North supports a fair and equitable assessment system for all aggregate resource properties; and*

*WHEREAS the Municipal Property Assessment Corporation (MPAC) determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties; and*

*WHEREAS Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties;*

**NOW THEREFORE BE IT RESOLVED:**

*THAT Council of the Corporation of the Township of Wellington North does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and*

*AND FURTHER THAT Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values; and*

*AND FURTHER THAT Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and*

*AND FURTHER THAT Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s).*

CARRIED

2. Notice of Motion – Councillor Yake

a. London Road Concerns

RESOLUTION: 2020-300

Moved: Councillor Yake

Seconded: Councillor Burke

*THAT Council of the Corporation of the Township of Wellington North direct staff to prepare a report on London Road, including but not limited to pedestrians, speed, road condition, maintenance and future plans.*

CARRIED

b. Wellington County Fall Leaf and Brush Pick Up Program

RESOLUTION: 2020-301

Moved: Councillor Yake

Seconded: Councillor Burke

*THAT Council of the Corporation of the Township of Wellington North direct staff to prepare a report on the County waste management program regarding fall leaf and brush pick up in Arthur and Mount Forest, including the communications strategy and effectiveness of the program.*

CARRIED

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

3b, 4b, 5a, 5b, 5c

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

RESOLUTION: 2020-302

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT all items listed under Items For Consideration on the October 13, 2020 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 #6-20 held on June 17, 2020.*

*THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority, Authority Meeting held on August 6, 2020.*

*THAT Council of the Corporation of the Township of Wellington North receive the Summary of the General Membership Meeting of the Grand River Conservation Authority held on September 25, 2020.*

*THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association Meeting held on September 16, 2020.*

*THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on October 6, 2020.*

*THAT Council of the Corporation of the Township of Wellington North approve the landscaping plan for the Mount Forest Splash Pad, as recommended by the Recreation, Parks and Leisure Committee.*

*THAT Council of the Corporation of the Township of Wellington North approve the Facility Reopening Plans, as recommended by the Recreation, Parks and Leisure Committee.*

*AND FURTHER THAT Council of the Corporation of the Township of Wellington North authorize staff to amend the reopening plans from time to time based on guidance from the Province of Ontario and Public Health.*

*THAT Council of the Corporation of the Township of Wellington North receive Report DC2020-028 being a report on Consent Application (Severance) B63-20 known as Pt of Division 1 of Lot 33, Pt of Division 3 of Lot 32, Concession 1, Sligo Rd E.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B63-20 as presented with the following conditions:*

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.*
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication of \$1,000.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) as provided for in the Planning Act, R.S.O. 1990. THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes; and*
- THAT servicing can be accommodated on the severed and retained lands to the satisfaction of the local municipality.*

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

*THAT Council of the Corporation of the Township of Wellington North receive Report EDO 2020-025 Community Improvement Program;*

*AND FURTHER THAT Council approve grants as follows:*

- \$1,112.00 Façade Improvement Grant for new signage at 274 Main Street South in Mount Forest, new home to Karolina of Canada.*
- \$ 273.91 Façade Improvement Grant for new signage at 183 Main Street South in Mount Forest, new home to Hybrid Hair & Detox Spa.*
- \$ 775.00 Façade Improvement Grant for new signage at 150 Georgina Street in Arthur, home of St. John the Evangelist Church.*

*THAT Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated October 5, 2020.*

*THAT Council of the Corporation of the Township of Wellington North receive the correspondence from the Hon. Sylvia Jones, Solicitor General, Minister Responsible for Anti-Racism, dated October 2, 2020, regarding the Community Safety and Policing Act, 2019.*

*THAT Council of the Corporation of the Township of Wellington North receive the correspondence, dated September 28, 2020 from Randy Pettapiece, MPP to Hon. Laurie Scott, MPP, Minister of Infrastructure and the correspondence, dated September 2, 2020, from Mayor Andrew Lennox to Randy Pettapiece, MPP regarding the Canada Infrastructure Program (ICIP).*

CARRIED

#### **CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION**

RESOLUTION: 2020-303

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT Council of the Corporation of the Township of Wellington North receive for information Report EDO 2020-026 Wellington North Farmers Market.*

CARRIED

RESOLUTION: 2020-304

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT Council of the Corporation of the Township of Wellington North receive Report TR 2020-15 being a report on remote work resources for members of Council;*

*FURTHER THAT Council direct staff to establish an allocation of \$1,500 per member of Council from the Safe Restart Agreement funding to the 2020 operating budget for the purposes of offsetting costs associated with IT enhancements presented by working remotely during the COVID-19 global pandemic.*

CARRIED

RESOLUTION: 2020-305

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT Council of the Corporation of the Township of Wellington North receive Report OPS 2020-025 being a report to grant sewage allocations for 187 King Street East in Mount Forest;*

*AND FURTHER THAT Council commit to allocating ten (10) sewage allocation units to King's Court Apartments Inc. at 187 King Street East in Mount Forest;*

*AND FURTHER THAT the sewer allocation units to King's Court Apartments Inc. for ten (10) units at 187 King Street East in Mount Forest have an expiry of thirty-six (36) months from the date of passage of this resolution, after which period the allocations expire;*

*AND FURTHER THAT the sewer allocation units be granted consistent with the provisions of Township policy #012-19 – Sewage Allocation Policy;*

*AND FURTHER THAT Council waive clause #5 of the Procedure of Township Policy #012-19.*

DEFERRED

RESOLUTION: 2020-306

Moved: Councillor Yake

Seconded: Councillor *Burke*

*THAT Council of the Corporation of the Township of Wellington North receive the report from CIMA+ regarding the Arthur Wastewater Treatment Plant Expansion Project: Contract 1, Quarterly Report Q3 2020.*

CARRIED

RESOLUTION: 2020-307

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT Council of the Corporation of the Township of Wellington North receive Report OPS 2020-027 being a report on the Arthur Wastewater Treatment Plant Phase 1 upgrade financial update.*

CARRIED

### NOTICE OF MOTION

Councillor Yake announced his intention to bring a motion to the October 26, 2020 Regular Council Meeting that Council consider an enhanced loose leaf pick up by directing Township staff to complete a loose leaf pick up in the urban areas during the second week of November 2020.

### COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee meeting was held on October 6. The ice is in and there have been conversations with the biggest users to coordinate ice schedules.
- Remembrance Day Services inquiry. Deputy Clerk is in contact with the Legions regarding arrangements.

Mayor Lennox:

- He and the CAO sat in on a call last week with some of our local health professionals regarding the second wave of Covid 19 and an update from Medical Officer of Health Dr. Mercer and other hospital administration. They are trying to implement health measures rather than shut down our economy; however, if things take a turn for the worse we may have to shut down again. Dr. Mercer commented that a vaccine likely won't be available for another year and there will probably be a third wave. A mental health professional commented that they are still dealing with the first wave of mental health challenges that people experienced. We need to help our community members to adapt and set an example to help prevent the spread of the virus. There will be an update meeting with Dr. Mercer, County Mayors and CAOs.

Councillor McCabe assumed the chair at 9:05 p.m. as the Mayor lost connectivity.

Councillor Yake (Ward 1):

- Thanked Mayor Lennox for the information. He inquired how a decision will be made regarding Halloween. Will it be dealt with at the County, Provincial or local level. CAO suggested that as long as people are people are physical distancing, hand wiping, using hand sanitizer and wearing masks there won't be restrictions. He anticipates that Dr. Mercer will issue a statement just prior to Halloween.



Councillor Burke

- Mount Forest BIA meeting to be held October 20 at 8:00 a.m.
- Mount Forest Aquatic Ad Hoc Advisory Committee meeting to be held October 27 at 7:00 p.m.

Mayor Lennox rejoined the meeting and assumed the Chair at 9:09 p.m.

#### **BY-LAWS**

- a. By-law Number 087-20 being a by-law to authorize assumption of and declare lands as part of a public highway (being Part Lot 18, Concession 4 Formerly Arthur Township shown as Part 2 on 61R-8986)

RESOLUTION: 2020-308

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT By-law Number 087-20 be read a First, Second and Third time and enacted.*

**CARRIED**

#### **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;

RESOLUTION: 2020-309

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 9:11 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:*

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

**CARRIED**

#### **1. REPORTS**

- EDO 2020-024 Municipal Land Sale

#### **2. REVIEW OF CLOSED SESSION MINUTES**

- September 28, 2020

#### **3. RISE AND REPORT FROM CLOSED MEETING SESSION**

RESOLUTION: 2020-310

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 9:44 p.m.*

**CARRIED**

RESOLUTION: 2020-311

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2020-024 being a report on land sale;*

*AND FURTHER THAT Council approve the confidential direction to staff.*

CARRIED

RESOLUTION: 2020-312

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the September 28, 2020 Council Meeting.*

CARRIED

#### **CONFIRMING BY-LAW**

RESOLUTION: 2020-313

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT By-law Number 088-20 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 October 13, 2020 be read a First, Second and Third time and enacted.*

CARRIED

#### **ADJOURNMENT**

RESOLUTION: 2020-314

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Regular Council meeting of October 13, 2020 be adjourned at 9:45 p.m.*

CARRIED

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CLERK

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MAYOR

## ***Mount Forest District Chamber of Commerce***

### ***Meeting Minutes***

September 16<sup>th</sup>, 2020

#### **I. Call to Order**

Shawn McLeod called to order the regular meeting of the Mount Forest Chamber of Commerce at 7:03 pm on September 16, 2020 on a virtual Zoom Meeting.

#### **II. Roll Call**

Members in attendance to the meeting were:

- |                    |                                 |
|--------------------|---------------------------------|
| • Shawn McLeod     | President                       |
| • Sharon Wenger    | Secretary                       |
| • Krista Blenkhorn | Director                        |
| • Callee Rice      | Director                        |
| • Stacey Stevenson | Administrator                   |
| • Corbin Peter     | Administrator                   |
| • Dale Small       | Township Economic Development   |
| • Lisa Hern        | Township Council Representative |

#### **III. Economic Development Report – Dale Small**

Shopping Saturdays – Generally speaking, great weathers days, went really well. Township & BIA will be looking at doing this again next year. Learned a lot and what to do differently. Disappointed in lack of business participation on the street. Rather than shutting down highway, debating on moving to side streets like farmers market. Mainly positive comments but some negative chatter around detours and some people not wearing masks. Great team effort and good for the community. Arthur incident – Transport driver who drove through barriers with a trailer in Arthur during the sale. Could've killed people – Schill Grains was called out during Township Council meeting and ended up being the owner driving. OPP wasn't called.

Farmers market last day 26<sup>th</sup>. Good year for market, a lot of vendors and participation so it will continue on Saturdays next year.

New transit system – Guelph to Owen - GOST, twice a day stops along the way with weekend service too. Casper possibly shutting down due to government funding.

Community Improvement Program – Council has added an additional \$25,000 to the program, totalling \$75,000 that will be providing in grants this year through the program. 29 applications already this year. Keep promoting program!

Building Department still going crazy, having best year ever. Number of permits are up and

the dollar amounts as well. Covid has not affected building.

Up to 23 million in construction value vs 18 million which is average – Increase in pools, decks, and a lot of new builds.

Partnered with Minto and hired a digital main street service squad – Free services to main street to enhance their online presence. Hired Ashley Noble – 6 Month Contract.

Live2Lead – October 22

Entry way signs are up and look awesome. Township will not get engaged in social media chatter unless it comes through the township page. Nobody has reported any complaints to the township at this point.

#### **IV. Council Notes – Lisa Hern**

Good feedback on downtown shopping feedback.

Due to covid – council is still meeting online and minutes are posted on websites.

Wellington County Solid Waste Committee – is recommending the removal of tipping fees at the landfill for yard waste. Still needs to go through council.

Emergency Management Report to the council on Monday Night. Linda Dickson has now retired and a new coordinator has been hired.

Municipal purchased an emergency stand by generator for the office building.

#### **V. Approval of Minutes From August Meeting**

Krista motioned the approval

Callee seconded the motion

Everyone in favour

#### **VI. Treasurer's Report/Monthly Cheque Log Review and Approval**

##### **July & August**

*Have questions regarding the income statements so they reports might have to change.*

*However balance sheets and cheque logs can be approved. If changes to income statement are made, revised copies will be sent out to the board.*

Sharon motioned the approval

Krista seconded the motion

Everyone in favour

## VII. Open Issues

### a) Office Operations - Stacey

Another water heater element replaced by McClellan's, no hot water for unit above radio.

Kevin still hasn't been back to work on the board room – Need to cancel October board room rental.

Blinds are in at Plume's

Callee and Sharon to look into tables and chairs – Looking to do a statement table and need to order 20 chairs.

### b) Social Media Update – Corbin

Keeping up with posts throughout the week. Now at 451 followers on Instagram for the Chamber and 509 followers for Fireworks Festival page.

Community is engaged more on Facebook and sharing the posts.

Holding off on posting recognition to people who were involved with signs until the community calms down.

### c) Mount Forest Guide Update – Callee, Corbin & Stacey

A few complaints so far as to being missed in the guide or that Arthur was not included. Colours From Afar – Through a series of text, things have been worked out. She was left out of the guide as we were unable to contact her.

J's Tree Service – Requested to have membership refunded as they were not included in the guide.

Print guide cannot be adjusted but the online can be revised for \$18.00. Need to gather up any errors and submit.

### d) Shop Wellington North Update – Callee, Corbin & Stacey

Sales have slowed down but Yardistry has brought in more gazebos.

All of the requested gift cards from members have been collected and working on final payments.

Corbin to promote a spot light for Yardistry and their gazebos online.

### e) Covid-19 Update – Subsidies, Grants and Office Operations'

Approved for CEBA Loan and will receive the \$40,000 loan.

Krista – Subsidy part is on hold due to CRA data breach. She can't do anything unless the person's name on our business account grants access to CRA. The best person to ask might be Dave Sharpe. We qualify for the month of May but unsure if we can qualify for the other months.

Agreed to open the office to the public again from 9am-2pm, Monday-Friday.

## VIII. New Business

### a) New Hire, Stacey Stevenson

Thank you to Stacey for joining on.

### b) Community and Business Recognition Awards

Need to do an AGM at some point but how will we proceed – Virtually? Will likely need to be online in order or reserve a Wightman's segment to AGM. Corbin to push the nominations online for awards. Sharon to work with Stacey to get the nominations coming in and everything running. Hoping to hold AGM in November. All in favour to get this going.

Need to find a new president and more board members.

Pam Carson has submitted a resignation letter to the Chamber and will no longer be part of the Board.

### c) Round Table

#### Shop Local Christmas Guide

Looking to share the same middle page spread with Arthur again. \$360, the same of last year. Unknown at this point as to what material is going to be listed. All in favour to participate again to advertise ladies night and other holiday events Covid depending. Could just use the page as a Shop Wellington North ad. Possibility to create passports to promote local shopping on ladies night. Need to work with the Retail Group and getting the Ladies Night organized. Stacey needs to reach out to BIA to see if they are donating the \$1000 towards our Chamber Bucks again.

#### Names on Credit Card and Bank Cards

Callee agreed to change the name on the credit card. Need to figure out who is admin on the bank card. Callee has Devon's credit card.

#### Lion's Club – Shawn

Looking to produce a coupon book with local businesses. Mostly being spearheaded by Marty Young and could be Chamber supported. Residents to purchase books in order to have the opportunity to get more savings.

#### Payroll- Krista

Krista would like Stacey and Corbin's hours submitted every Friday.

## IX. Adjournment

Meeting adjourned at 8:20pm, September 16<sup>th</sup>, 2020.

**Mount Forest District Chamber of Commerce**  
**Income Statement Aug 01, 2020 to Aug 31, 2020**

**REVENUE**

|                                       |                 |
|---------------------------------------|-----------------|
| <b>Non Event Income</b>               |                 |
| Membership Fees                       | 2,138.62        |
| Community Membership                  | 0.00            |
| Chamber Insurance Administration      | 596.02          |
| Chamber-First Data                    | 0.00            |
| Commercial Rental Income              | 900.00          |
| Residential Rental Income             | 1,450.00        |
| Gov't Subsidy                         | 0.00            |
| <b>Total Non Event Income</b>         | <b>5,084.64</b> |
| <b>Event/Activities Income</b>        |                 |
| Participation of Event                | 500.00          |
| Gain on Disposal                      | 0.00            |
| <b>Total Event /Activities Income</b> | <b>500.00</b>   |
| <b>Trillium</b>                       |                 |
| Trillium account interest             | 0.00            |
| OTF Community Income                  | 0.00            |
| <b>Total Trillium</b>                 | <b>0.00</b>     |
| <b>Gov't Subsidy Heading</b>          |                 |
| Gov't Subsidy                         | 0.00            |
| <b>Total Gov't Subsidy</b>            | <b>0.00</b>     |
| <b>TOTAL REVENUE</b>                  | <b>5,584.64</b> |

**EXPENSE**

|                                             |                 |
|---------------------------------------------|-----------------|
| <b>Payroll Expenses</b>                     |                 |
| Wages & Salaries                            | 1,811.00        |
| Vacation Pay Expense                        | 62.72           |
| EI Expense                                  | 41.44           |
| Source Deductions Expense                   | 0.00            |
| CPP Expense                                 | 77.17           |
| <b>Total Payroll Expense</b>                | <b>1,992.33</b> |
| <b>Office &amp; Administrative Expenses</b> |                 |
| Accounting & Legal                          | 119.00          |
| Advertising & Promotions                    | 1,516.71        |
| Subscription Renewals                       | 196.90          |
| POS Fees - Shop Wellington North            | 0.00            |
| Interest & Bank Charges                     | 43.53           |
| Mortgage Interest                           | 0.00            |
| Office Supplies                             | 39.59           |
| Postage                                     | 92.00           |
| Professional Fees                           | 0.00            |
| Training Expense                            | 0.00            |
| Telephone                                   | 20.00           |
| Utilities                                   | 233.44          |
| <b>Total Office &amp; Admin. Expenses</b>   | <b>2,261.17</b> |
| <b>Event Expenses</b>                       |                 |
| Event Advertising                           | 0.00            |
| Event Other Expenses                        | 7,249.10        |
| General Event Expenses                      | 7,249.10        |
| <b>Total Event Expense</b>                  | <b>7,249.10</b> |
| <b>Trillium Expenses</b>                    |                 |
| OTF Community Animator EI exp...            | 0.00            |
| OTF Community Animator CPP ...              | 0.00            |
| OTF Community Animator-memb...              | 0.00            |
| <b>Total Trillium Expenses</b>              | <b>0.00</b>     |

Mount Forest District Chamber of Commerce  
Income Statement Aug 01, 2020 to Aug 31, 2020

|               |                  |
|---------------|------------------|
| TOTAL EXPENSE | <u>11,502.60</u> |
| NET INCOME    | <u>-5,917.96</u> |



**Mount Forest District Chamber of Commerce**  
**Balance Sheet As at Aug 31, 2020**

**ASSET**

**Current Assets**

|                                  |           |                  |
|----------------------------------|-----------|------------------|
| Petty Cash                       | 100.00    |                  |
| Petty Cash - OTF Community Ac... | 0.00      |                  |
| Cash Float - Fireworks Festival  | 0.00      |                  |
| Shop WN Clearing                 | -855.34   |                  |
| Chequing Bank Account            | 15,247.59 |                  |
| OTF Community Account            | 53,727.29 |                  |
| Total Cash                       |           | 68,219.54        |
| Accounts Receivable              | 11,745.64 |                  |
| Allowance for Doubtful Accounts  | -3,076.99 |                  |
| Due from OTF Community Anim...   | 0.00      |                  |
| Total Receivable                 |           | 8,668.65         |
| Prepaid Entertainment            |           | 7,195.50         |
| <b>Total Current Assets</b>      |           | <b>84,083.69</b> |

**Capital Assets**

|                              |            |                   |
|------------------------------|------------|-------------------|
| Office Furniture & Equipment | 0.00       |                   |
| Computer Equipment           | 0.00       |                   |
| Building                     | 338,820.60 |                   |
| Land                         | 125,000.00 |                   |
| <b>Total Capital Assets</b>  |            | <b>463,820.60</b> |

**TOTAL ASSET** **547,904.29**

**LIABILITY**

**Current Liabilities**

|                                  |           |                  |
|----------------------------------|-----------|------------------|
| Accounts Payable                 | 23,212.32 |                  |
| BMO Mastercard 8295              | 0.00      |                  |
| Pre-Paid Rent - Unit A           | 1,043.95  |                  |
| Pre-Paid Rent - Unit C           | 728.00    |                  |
| Pre-Paid Rent - Unit D           | 700.00    |                  |
| Vacation payable                 | -28.57    |                  |
| Vacation Pay Clearing            | 28.57     |                  |
| Total Vacation Payable           |           | 0.00             |
| EI Payable                       | 71.04     |                  |
| CPP Payable                      | 154.34    |                  |
| Federal Income Tax Payable       | 104.10    |                  |
| Total Receiver General           |           | 329.48           |
| GST Charged on Sales             | 1,158.24  |                  |
| GST Paid on Purchases            | -1,258.14 |                  |
| GST Adjustments                  | -169.76   |                  |
| GST Owing (Refund)               |           | -269.66          |
| Deposits - Festival              |           | 3,900.00         |
| <b>Total Current Liabilities</b> |           | <b>29,644.09</b> |

**Long Term Liabilities**

|                                    |            |                   |
|------------------------------------|------------|-------------------|
| Mortgage Payable                   | 237,867.65 |                   |
| <b>Total Long Term Liabilities</b> |            | <b>237,867.65</b> |

**TOTAL LIABILITY** **267,511.74**

**EQUITY**

**Retained Earnings**

|                                   |            |                   |
|-----------------------------------|------------|-------------------|
| Retained Earnings - Previous Year | 171,398.05 |                   |
| Investment in Capital Assets      | 56,641.58  |                   |
| Unrestricted Net Assets           | 55,413.39  |                   |
| Current Earnings                  | -3,060.47  |                   |
| <b>Total Retained Earnings</b>    |            | <b>280,392.55</b> |

**TOTAL EQUITY** **280,392.55**

Mount Forest District Chamber of Commerce  
Balance Sheet As at Aug 31, 2020

|                        |            |
|------------------------|------------|
| LIABILITIES AND EQUITY | 547,904.29 |
|------------------------|------------|

**MINUTES**  
**ARTHUR BUSINESS IMPROVEMENT ASSOCIATION MEETING**  
**OCTOBER 7TH, 2020 @ 7:30 PM**  
**VIA ZOOM VIDEO CONFERENCE**

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**BOARD MEMBER ATTENDEES:**

Gord Blyth,  
Sheila Faulkner

Keith Harris, Chair  
Paula Coffey,  
Mitch Keirstead,

Angela Alaimo,  
Jim Coffey,  
Councilor Lisa Hern

**BOARD MEMBERS ABSENT:**

Tom Gorecki,

**OTHER ATTENDEES:**

Dale Small; Economic Development Officer

**REVIEW AND ADOPTION OF THE AGENDA**

Chair Keith called the meeting to order at 7:31PM, and the agenda was reviewed and approved.  
 Moved by Mitch Keirstead and seconded by Paula Coffey. **Carried**

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

The minutes from the Sept 16th, Arthur Business Improvement Association meeting were reviewed and approved. Moved by Keith Harris, seconded by Angela Alaimo **Carried**

**UPDATE FROM THE CHAIR**

It was agreed that the November 18<sup>th</sup> AGM will be held via ZOOM. A letter will be mailed to all Property Owners advising them of the AGM and indicating to them if they would like to attend the meeting to provide Chair Keith with an email address so we can send them the ZOOM link.  
 Moved by Keith Harris and seconded by Mitch Keirstead. **Carried**

The BIA is still investigating storage options. Moving forward the BIA will continue to acquire items like the Christmas Snowflake Decorations, benches, garbage cans, etc. so will need to have a storage location starting January 2021 when the Christmas decorations come down.

**UPDATE FROM THE TREASURER**

Treasurer Tom was unable to attend the meeting, so Chair Keith gave a brief update. The Bank Account has been opened, the \$10,000 loan from the Township has been received and currently waiting on cheques to issue payment for the BIA share of the Christmas Decorations

**BUSINESS ARISING/OUTSTANDING ITEMS:**

Gord provided an overview of three potential logo's for the BIA. After some discussion, various edits were suggested and will be reviewed at the next meeting. A copy of the three samples follow:

### BIA logo's/samples discussed:



**Connecting Link Streetscaping enhancements** were discussed in detail. At the last BIA meeting the Directors reviewed the list of streetscaping enhancements & comments from the Township engineer. It was agreed that the Directors would go through each item one by one and pass a motion in order to ensure everyone is supportive.

Moved by Keith Harris and seconded by Paula Coffey that \$47,500 be approved for one Pedestrian Choker. Exact Location between Frederick Street lights and Charles Street lights to be determined in consultation with the Township Engineer. **Carried unanimously**

Moved by Keith Harris and seconded by Jim Coffey that \$38,000 be approved for streetscape enhancements. This will enable the BIA to incorporate more seating, trash receptacles, flower pots, bike racks, parking lot signs, etc. into the downtown. **Carried unanimously**

Moved by Keith Harris and seconded by Angela Alaimo that \$37,500 be approved for sidewalk accessibility improvements. This will include removal of curb and sidewalk and install new sidewalk pads and tactile plates at 15 locations. **Carried unanimously**

Moved by Keith Harris and seconded by Gord Blyth that \$30,000 be approved to install a new L.E.D. sign at the Arthur Fire Hall. Costs include remote programming option and is based on the costs of a similar sign at the Mount Forest Sports Complex. **Carried unanimously**

Moved by Keith Harris and seconded by Sheila Faulkner that \$28,000 be approved to pave and close the alleyway between Sussman's and Eclectica to be used as a Community Art location. Costs also include Bollards, Solar lights and curbing. **Carried unanimously**

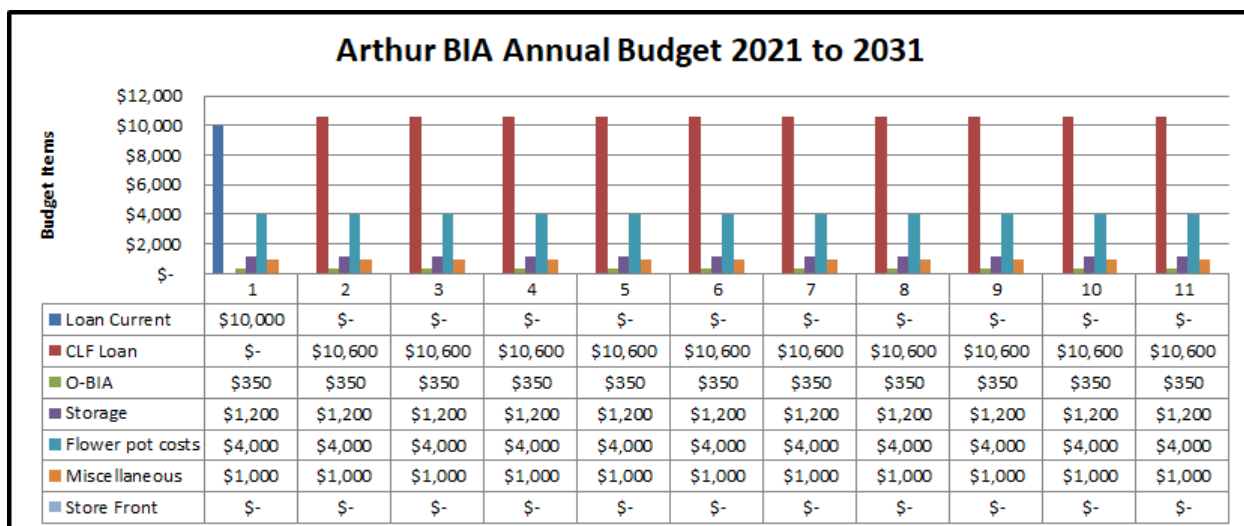
Moved by Keith Harris and seconded by Mitch Keirstead that \$14,000 be approved for decorative features to be installed around the choker. **Carried unanimously**

Moved by Keith Harris and seconded by Paula Coffey that \$9,000 be approved to support the outdoor gym location at the corner of Charles, Isabella and Georgina. **Carried unanimously**

A motion was then made by Keith Harris and seconded by Angela Alaimo that the Board recommend the above \$204,000 in improvements to the members at the November 18<sup>th</sup> AGM and that the motion also include a request for 50% of the costs to be covered by the Township and 50% by the BIA. **Carried unanimously**

## BIA TAX LEVY

Chair Keith then provided everyone with a draft copy of what the BIA budget and workplan could like over the next eleven years. Discussion took place regarding the workplan and other programs the BIA would need funding for each year.



The BIA has 55 properties located within the Arthur Business Improvement Association and once the BIA finalize the workplan, set the levy and it is approved by council, Wellington North will collect the Tax Levy as part of the annual tax assessment and will issue a cheque each year to the Arthur BIA.

After some discussion it was moved by Gord Blyth and seconded by Mitch Keirstead that the BIA tax levy for 2021 be set at \$350.00/property which would equate to annual revenue of \$19,250. It was also moved that on an annual basis the BIA would payback \$10,000 per year plus interest on the Connecting Link Loan from the Township. This would leave the BIA with upwards to \$9,000/year for other programs. **Carried unanimously**

## NEXT MEETING

It was agreed the next BIA Board meeting would be the Annual General Meeting and that this meeting would be held by ZOOM on Wednesday November 18th @ 7:30pm.

## ADJOURNMENT

Moved by Jim Coffey that the meeting be adjourned at 8:45PM

**Carried**



## Staff Report

**To:** Mayor and Members of Council Meeting of October 26, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** **DC 2020-034, EASTRIDGE LANDING PHASE III & IV  
MODEL HOME AGREEMENT, ARTHUR**

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report DC 2020-034 being a report on Eastridge Landing Phase III & IV, Model Home Agreement – Lot 1 of the Development Lands, Arthur;

**AND FURTHER THAT** Council authorizes the Mayor and Clerk to sign the By-law to enter into a Model Home Agreement with 2073022 Ontario Inc. and Pinestone Homes Ltd.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- Pre-Servicing Development Agreement between the Township and 2073022 Ontario Inc.
- Eastridge Landing Model Home - Zoning By-law Amendment – Matthieu Daoust, Planner

### BACKGROUND

#### Subject Lands

The property is located in the Town of Arthur. The subject lands are in the South East quadrant of the town, at the East ends of Eastview Drive and Schmidt Drive. The land holding of Phase III, IV and V, is approximately 9.95 hectares (24.6 acres) in size. It is legally known as; LOTS 118, 119, 120 & 121, PTS LTS 110 TO 113, 122, 169 & 170, PT LORNE AVENUE CLOSED BY BY-LAW NO. 85-06 REGISTERED AS WC154205 AND PT 16.5 FOOT RESERVE SOUTH OF LORNE AVENUE, CHADWICK AND ANDERSON'S SURVEY PL 120, AND PT LOT 1 CONCESSION 1 WEST LUTHER BEING PTS 3 & 4, 61R10568; S/T EASEMENT OVER PT 3, 61R10568 AS IN DN18520 (RON103898); TOWNSHIP OF WELLINGTON NORTH.

#### The Proposal

The Builder has applied for a Model Home Agreement from the Township to build one residential semi-detached home. The agreement pertains to Lot 1 of the Draft Plan of Subdivision, for Phase III & IV (161 Walsh St), and is approximately 40m deep by 24m wide (approx. 960 m<sup>2</sup>). This project will permit the construction of a semi-detached dwelling for the purposes of being a model home and will not be connected to services until a Subdivision Agreement is in place and Council has allocated sewage units to the development.

#### Existing Policy Framework

The lot to be built on is designated R2 Medium Density Residential Zone, in the Township of Wellington North Zoning By-Law 66-01 with a Residential designation in the County of Wellington Official Plan.

### COMMENTS AND ANALYSIS

The Developer and Builder have satisfied staff that this proposed development will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is located with the by-law in this agenda package.

### COMMUNICATION PLAN

The model home agreement will be forwarded to the Township's solicitor for registration once executed by all parties.

### FINANCIAL CONSIDERATIONS

This proposal has no financial impact on the municipality as the Developer and Builder will provide securities and deposits to ensure all of the Works will be completed.

### ATTACHMENTS

A. Location Map

Model Home Agreement: With By-Law in this agenda package

### STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☒ Alignment and Integration

**Prepared By:** Tammy Pringle, Development Clerk

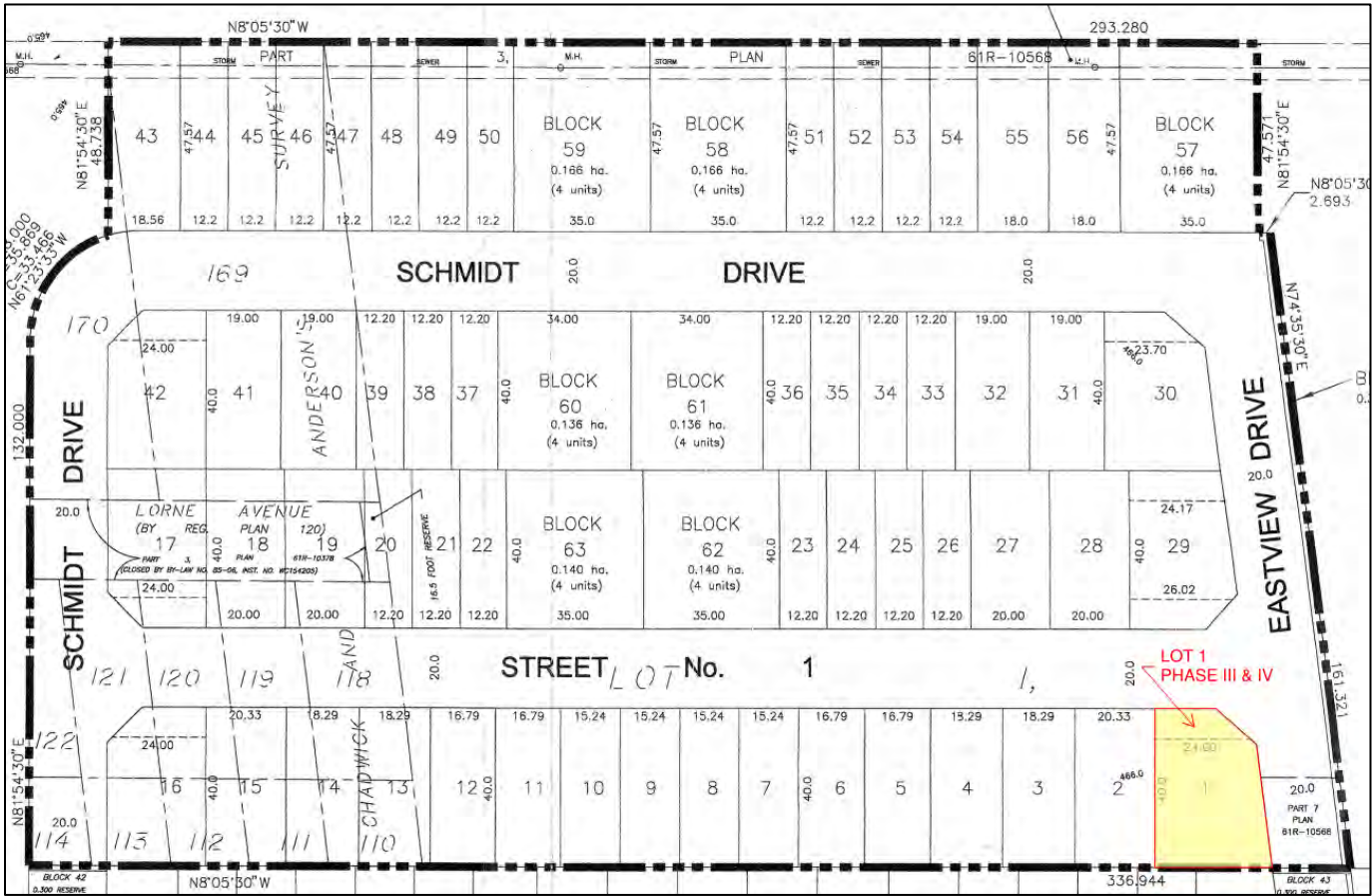
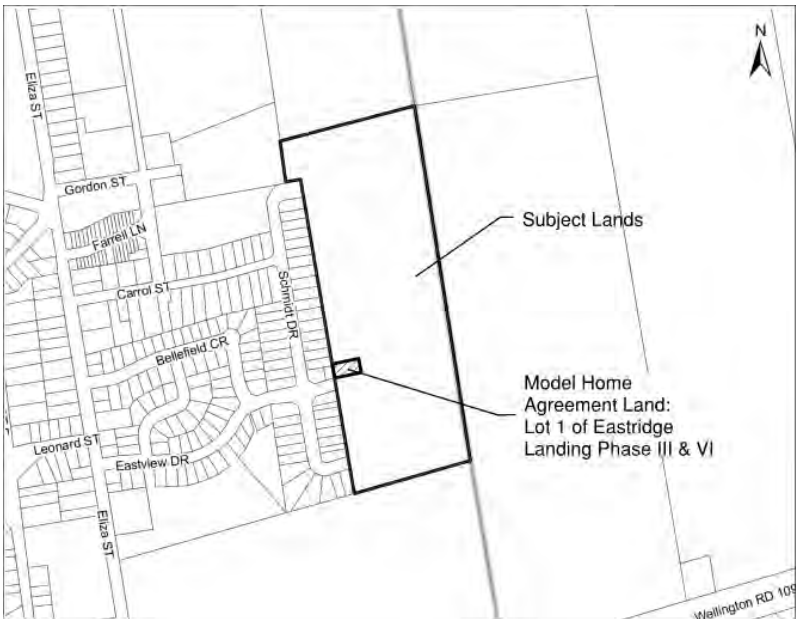
*Tammy Pringle*

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

*Michael Givens*



SCHEDULE A – Location Map





**B. M. ROSS AND ASSOCIATES LIMITED****Engineers and Planners**

Box 1179, 206 Industrial Drive

Mount Forest, ON, Canada N0G 2L0

p. (519) 323-2945 • f. (519) 323-3551

[www.bmross.net](http://www.bmross.net)

File No. 08145

October 20, 2020

**BY EMAIL ONLY****Darren Jones, CBO**

Township of Wellington North

7490 Sideroad 7 W, P.O. Box 125

Kenilworth, ON N0G 2E0

**Re: Lucas Subdivision, Mount Forest (Reeves Construction Limited)****Draft Plan 23T-79087****Final Acceptance of Stage 3, Phase 1 (Lots 8 to 20)****Final Acceptance of Stages 1, 2 & 3, Phase 2 (Lots 1 to 7 & Lots 21 to 31)****Preliminary Acceptance of Stage 4, Phase 2****Securities Reductions, Phases 1 & 2**

Reeves Construction Limited (Reeves) entered into a Subdivision Agreement with the Township for the Lucas Subdivision, on June 26, 2017. In accordance with terms of that Agreement, Reeves, through their Engineer, Cobide Engineering Inc., is requesting Final Acceptance for Stage 3 of Phase 1 (i.e. street lighting), Final Acceptance for Stages 1, 2 & 3 of Phase 2 (i.e. sewers, watermain, road, street lighting), Preliminary Acceptance for Stage 4 of Phase 2 (i.e. surface lift of asphalt), and a securities reduction for both Phases 1 & 2.

**Phase 1 – Final Acceptance for Stage 3**

The two-year warranty period for the street lighting (Stage 3) expired on October 9, 2020. Wellington North Power (WNP) issued a September 4, 2020, letter confirming there are no known deficiencies. Final Acceptance can therefore be granted to Reeves Construction Ltd. for Stage 3.

**Phase 2 – Final Acceptance for Stages 1, 2 & 3, and Preliminary Acceptance for Stage 4**

In 2018, Reeves constructed municipal servicing and roadways for Phase 2. By resolution of Council on October 9, 2018, Preliminary Acceptance was granted for Stages 1, 2 & 3 of Phase 2 (storm sewer, sanitary sewer, watermain, lot services, road except not the surface lift of asphalt, and street lighting). Therefore, the 2-year maintenance period expired on October 9, 2020. On August 18, 2020, a site review meeting was held with representatives from the Township and BMROSS present, and the identified deficiencies were subsequently addressed by Reeves.

On October 2, 2020, Reeves' contractor placed the surface lift of asphalt on Phase 2 roadways. BMROSS has observed the completed paving work and supports the request for Preliminary Acceptance. The two-year maintenance period for the surface lift of asphalt will expire on October 2, 2022.

We note that some additional sidewalk and boulevard restoration work has been completed since our previous site visits.

We are in receipt of the following related supporting documentation:

- ESA certificate for Phase 2 street lights.
- September 4, 2020, letter from WNP confirming no street light deficiencies.
- CCTV of the main line sanitary sewer, June 2020.
- HL3 mix design
- HL3 compaction test results, as completed by CMT Engineering (Marshall results pending).
- October 14, 2020, certification letter from Cobide Engineering for Final Acceptance of Stages 1, 2 & 3, including a statement that all deficiencies have been addressed, and for Preliminary Acceptance of Stage 4.

Reeves is requesting Final Acceptance for Stages 1, 2 & 3 of Phase 2, and Preliminary Acceptance for Stage 4 of Phase 2. Based on the foregoing and previous documentation we received, and the results of our site visits, we support this request. Upon granting Final Acceptance, the Township will be responsible for the operation and maintenance of the Stages 1, 2 & 3 Phase 2 Works. Visually there appears to be a strip of coarser surface asphalt adjacent to centreline on Ronnie's Way in the northbound lane south of Sarah Road, which may be a result of segregation during placement of the asphalt. The condition of the asphalt should be monitored during the two-year warranty period.

In an October 7, 2020, email, Cobide was requested to make some revisions to their As Recorded drawing set.

### **Securities**

In a September 25, 2020, letter (Phase 1), and in the foregoing October 14<sup>th</sup> letter (Phase 2), securities reductions have been requested and revised securities calculations were provided by Cobide Engineering on behalf of Reeves Construction. We have reviewed their request and support Cobide's reduction requests, subject to Council granting Final Acceptance for Stage 3 of Phase 1, Final Acceptances for Stages 1-3 of Phase 2, and Preliminary Acceptance for Stage 4 of Phase 2. The resultant reductions are summarized in the following table.

| Item                            | Phase 1      | Phase 2      |
|---------------------------------|--------------|--------------|
| Original securities amount      | \$722,881.44 | \$328,754.44 |
| Previous total reductions       | \$662,881.44 | \$208,754.44 |
| Proposed reductions this period | \$30,000.00  | \$90,000.00  |
| Total reductions to date        | 692,881.44   | \$298,754.44 |

| Item                              | Phase 1            | Phase 2     |
|-----------------------------------|--------------------|-------------|
| Remaining securities amounts      | \$30,000.00        | \$30,000.00 |
| <b>Total remaining securities</b> | <b>\$60,000.00</b> |             |

*Note: Minimum securities for each Stage of each Phase to be \$30,000 until expiry of the respective maintenance period and Final Acceptances*

A copy of Reeves' October 12, 2020, Statutory Declaration Re: Payment of Accounts and renewed insurance policy were forwarded to you earlier this month, for your records.

### **Summary**

Based on available information provided to us by Reeves and their Engineer, it is our opinion the Township could pass the following resolution:

***THAT the Council of the Corporation of the Township of Wellington North grant Reeves Construction Limited, for the Lucas Subdivision (Draft Plan 23T-79087) in the community of Mount Forest:***

- 1. Final Acceptance for Stage 3 of Phase 1 (Lots 8 to 20);***
- 2. Final Acceptance for Stage 1, Stage 2, and Stage 3 of Phase 2 (Lots 1 to 7 and 21 to 31);***
- 3. Preliminary Acceptance for Stage 4 of Phase 2 (Lots 1 to 7 and 21 to 31), with a preliminary acceptance date of October 2, 2020;***
- 4. A reduction in the Phase 1 securities, to the amount of \$30,000.00; and***
- 5. A reduction in the Phase 2 securities, to the amount of \$30,000.00.***

If you have any questions, please contact us.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per

Frank Vanderloo, P. Eng.

c.c. Doug Reeves, Reeves Construction Limited  
 Travis Burnside, P. Eng., Cobide Engineering  
 Matthew Aston, Director of Operations, Wellington North



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

ORANGEVILLE • FERGUS • HARRISTON

October 21, 2020

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

Attention: Darren Jones  
 Chief Building Official

RE: TOWNSHIP OF WELLINGTON NORTH  
 MAPLE RIDGE ESTATES SUBDIVISION  
 (KENILWORTH)  
 PRELIMINARY ACCEPTANCE  
 STAGE III MUNICIPAL SERVICES  
 OUR FILE: A5522A

Dear Mr. Jones:

Further to a request from the Developer's consultant, Stephen Burnett & Associates (Burnett), dated October 20, 2020 (attached) regarding Preliminary Acceptance of Stage III municipal services (i.e. electrical distribution, street lighting) for the Maple Ridge Estates Subdivision, we wish to advise as follows:

- Site inspections have been completed by Triton Engineering Services Limited, Burnett and municipal staff. These inspections have confirmed that Stage III municipal works have been substantially completed with no deficiencies noted related to Stage III works.
- Minor deficiencies related to Stage I & II works remain, however these are currently being rectified or are to be monitored and do not impact the preliminary acceptance of stage III construction.
- The Developer's consultant has provided written certification that all services have been constructed and installed in accordance with the approved plans and specifications in their October 20, 2020 letter (attached).

Based on the preceding, we recommend that Preliminary Acceptance be granted for Stage III municipal services for the Maple Ridge Estates Subdivision. Also, that the guarantee and maintenance period commence as of October 20, 2020

At this time, a request for reduction in current securities held by the municipality has not been made and therefore no reduction is recommended.



We trust that this information is satisfactory and should you have any questions please contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

A handwritten signature in blue ink, appearing to read 'DL', with a long horizontal stroke extending to the right.

Dustin Lyttle, E.I.T.

Encl.

cc: Matthew Aston, Director of Operations Wellington North  
Paul Ziegler, Triton Engineering



October 20<sup>th</sup>, 2020

Maple Ridge Estates Development

Kenilworth, ON

SBA Job #: D15001

**Attn:** Dustin Lyttle, Triton Engineering Services Ltd.

**Re:** Request for Preliminary Acceptance: Stage (3)

Dear Dustin,

On behalf of Maple Ridge Estates Inc. and in accordance with section 4.2 and 8.10.1 of the subdivision agreement, we are writing to formally request preliminary acceptance for stage (3) from the Township of Wellington North.

As the Developers Engineer, S. Burnnett & Associates can confirm that all work completed to date has been under the full-time supervision of the developer's engineer and is in general conformance to the approved site plans and municipal standards. To date, these works include:

- Stage (1) - All underground storm sewer including service connections to street allowance limits, and all storm water management works
- Stage (2) – All road works up to and including granular road base, curb and gutter, base asphalt, boulevard grading, installation of street and traffic signs and installation of conduit for hydro and other utilities.
- Stage (3) – All utility works including hydro distribution system, service connections to the edge of road allowance and street lighting.

Minor deficiencies noted during the site inspection with the Township and the Townships' engineer on Monday, October 19<sup>th</sup> are currently being addressed and monitored by the developer's engineer and will subsequently provide written confirmation and photographs upon rectification.

We trust you will find this acceptable and request that the Township issue a Certificate of Preliminary Acceptance for stage (3). Our request for a reduction in securities currently being held by the Township will be submitted separately.

Should you have any questions or require further information, please do not hesitate to contact myself.

Yours truly,



Blake Aram, B.Eng.  
Site Inspector  
**S. Burnett & Associates Limited**

CC: Matt Aston, Township of Wellington North  
Dale Clark, Township of Wellington North  
James Coffey, Maple Ridge Estates Inc.  
Stephen Burnett, Maple Ridge Estates Inc.

COPY



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of October 13th, 2020

**From:** Dale Small,  
Economic Development Officer

**Subject:** EDO 2020-027 Emergency Community Support Fund Application

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive the Economic Development Officer report EDO 2020-027 being a report on an application to the Emergency Community Support Fund

**AND FURTHER THAT** Council supports partnering with the Mount Forest Lions Club and fulfilling the role as lead agency on the application.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The Emergency Community Support Fund (ECSF) was initially announced on April 21, 2020, by the Prime Minister of Canada. It is part of a broad series of emergency response measures by the Government of Canada. Community Foundations of Canada (CFC) is one of the national partners delivering these funds and locally the Centre Wellington Community Foundation (CWCF) awarded \$111,000 to 21 projects through this first round of funding during June and July.

Starting October 5th, the second and final installment of the \$350 million ECSF was released by the federal government. This enables the national partners delivering these funds to continue to flow support to charities and non-profit organizations serving our most vulnerable. With this round of funding the CWCF has allocated \$58,000 to support projects in Centre Wellington, Wellington North, Minto, and Mapleton.

In order to qualify applicants must be a registered charity who are able to issue official tax donation receipts. For applicants, such as service clubs and other not-for-profit organizations, who do not meet the criteria, they must partner with a local municipality or registered charity.

Council may recall that during the first round of funding the Mount Forest Family Health Team (MFFHT) reached out to the Township to partner on an application. Due to the impact of COVID-19 on the delivery of clinical services in rural Wellington, solutions were sought that would enable all residents served by local FHTs to receive care in a safe and timely manner.



To this end, a number of services were being moved online and delivered virtually, with in-person clinic visits reserved only for those types of care that must be given in person. The concern was that Old Order Mennonite communities, who make up approximately 20 per cent of the patient roster, as well as low-income patients, would be unable to access care in this way due to their beliefs and/or income levels limiting access to technology.

To address this need and provide the technology to these residents, the Township partnered with the MFFHT and applied to the CWCF for funds to purchase and support a number of tablets and data plans that would enable a supported volunteer to facilitate those appointments for residents who otherwise would not be able to access virtually-delivered care. The application was approved by the CWCF and the MFFHT received \$10,880 in funding to support this project. Upon approval, a Memorandum of Understanding was put together and signed by the MFFHT and Township of Wellington North.

With this second round of funding the Mount Forest Lions Club have reached out to us to partner on an application with them. The Lions Club is wishing to apply to support the Mount Forest Community Pantry. The Community Pantry has recently moved to a larger facility to better serve its growing clientele in the community. The larger facility has increased costs of insurance, food items, hydro and equipment. The new facility also allows some clientele to pick up their approved grocery order whereas previously, volunteers made the food delivery to the clientele and arrangements had to be made for timing of delivery.

The Mount Forest Community Pantry serves the northern part of the Township of Wellington North and immediate area which includes parts of the Municipalities of Southgate, West Grey, & Minto Townships. Financial support will assist in ensuring that the Community Pantry is well stocked with food products in its facility and can continue to provide the needed support for its clientele. Clientele are eligible for a food package once each month that they qualify, and the Community Pantry provides distribution twice weekly. This includes purchasing fresh vegetables, fruit, bread & milk for each client or family over and above other regular food staples and personal care items. The Community Pantry also tries to meet any dietary requests from its clientele. Individuals or families suffering from loss of employment or income as a result of the COVID pandemic stretches personal resources to the point where they need to rely on the Community Pantry for some of the necessities of life.

The Community Pantry, through its group of dedicated community volunteers provide this regular service on a year-round basis. This service is provided free of charge to qualified individuals and/or families. The volunteers do not receive remuneration for their time dedicated to this community support program. The application is for \$15,000 in funding to assist with a variety of items including the purchase of replacement freezers, food carts and other items.

|                                 |
|---------------------------------|
| <b>FINANCIAL CONSIDERATIONS</b> |
|---------------------------------|

There is no cost to the Township to support this application. If the application is approved an MOU will be established with the Mount Forest Lions Club and the funds from the CWCF will flow through to the Lions Club.

|                    |
|--------------------|
| <b>ATTACHMENTS</b> |
|--------------------|

None

|                                   |
|-----------------------------------|
| <b>STRATEGIC PLAN 2019 – 2022</b> |
|-----------------------------------|

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*

10/19/20

**Township of Wellington North**  
**VENDOR CHEQUE REGISTER REPORT**  
**Payables Management**

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| <b>Cheque Number</b> | <b>Vendor Cheque Name</b>      | <b>Cheque Date</b> | <b>Amount</b> |
|----------------------|--------------------------------|--------------------|---------------|
| 76376                | 2495535 Ontario Inc.           | 10/08/20           | \$11,000.00   |
| 76377                | 911 Market Ltd.                | 10/08/20           | \$17.97       |
| 76378                | 1138483 Ont Ltd -Bender Constr | 10/08/20           | \$9,483.47    |
| 76379                | Bloomingtondale Farms Ltd      | 10/08/20           | \$2,779.56    |
| 76380                |                                | 10/08/20           | \$300.01      |
| 76381                | Broadline Equipment Rental Ltd | 10/08/20           | \$3,345.03    |
| 76382                |                                | 10/08/20           | \$2,373.30    |
| 76383                | Canadian Tire #066             | 10/08/20           | \$31.62       |
| 76384                | Chalmers Fuels Inc             | 10/08/20           | \$2,625.83    |
| 76385                | Corporate Express Canada Inc.  | 10/08/20           | \$46.86       |
| 76386                | Custom Rock Creations          | 10/08/20           | \$1,576.35    |
| 76387                |                                | 10/08/20           | \$400.00      |
| 76388                | Docusign Inc                   | 10/08/20           | \$4,388.40    |
| 76389                | Duncan, Linton LLP, Lawyers    | 10/08/20           | \$2,213.90    |
| 76390                |                                | 10/08/20           | \$1,900.00    |
| 76391                | GTA Compressor Solutions Inc   | 10/08/20           | \$1,151.61    |
| 76392                | Hydro One Networks Inc.        | 10/08/20           | \$830.15      |
| 76393                | Kronos Canadian Systems Inc.   | 10/08/20           | \$1,130.01    |
| 76394                | LaFarge Canada Inc.            | 10/08/20           | \$714.96      |
| 76395                | Maple Hill Estates             | 10/08/20           | \$5,000.00    |
| 76396                |                                | 10/08/20           | \$780.00      |
| 76397                |                                | 10/08/20           | \$275.00      |
| 76398                | MOLOK NORTH AMERICA LTD        | 10/08/20           | \$44.92       |
| 76399                | Royal Bank Visa                | 10/08/20           | \$2,703.04    |
| 76400                | Suncor Energy Inc.             | 10/08/20           | \$1,285.17    |
| 76401                | Trevor Roberts Auto Repair     | 10/08/20           | \$137.75      |
| 76402                | Enbridge Gas Inc.              | 10/08/20           | \$133.47      |
| 76403                | Vangorp Farm Drainage Ltd.     | 10/08/20           | \$43,717.88   |
| 76404                |                                | 10/08/20           | \$339.00      |
| 76405                | Wellington Catholic Dist Sch B | 10/08/20           | \$6,809.00    |
| 76406                |                                | 10/08/20           | \$367.31      |
| EFT0001081           | Barclay Wholesale              | 10/08/20           | \$62.15       |
| EFT0001082           | Blackline Consulting           | 10/08/20           | \$14,975.41   |
| EFT0001083           | B M Ross and Associates        | 10/08/20           | \$10,449.11   |
| EFT0001084           | CARQUEST Arthur Inc.           | 10/08/20           | \$132.48      |
| EFT0001085           | CG Equipment                   | 10/08/20           | \$521.86      |
| EFT0001086           | Clark Bros Contracting         | 10/08/20           | \$1,474.33    |
| EFT0001087           | C-Max Fire Solutions           | 10/08/20           | \$3,776.03    |
| EFT0001088           | Coffey Plumbing, Div. of KTS P | 10/08/20           | \$90.40       |
| EFT0001089           | County of Wellington           | 10/08/20           | \$48,485.00   |

|            |                                |          |              |
|------------|--------------------------------|----------|--------------|
| EFT0001090 | Central Square Canada Software | 10/08/20 | \$3,401.30   |
| EFT0001091 | Eric Cox Sanitation            | 10/08/20 | \$967.85     |
| EFT0001092 | Excel Business Systems         | 10/08/20 | \$182.41     |
| EFT0001093 | FOXTON FUELS LIMITED           | 10/08/20 | \$530.17     |
| EFT0001094 | Frey Communications            | 10/08/20 | \$96.04      |
| EFT0001095 | International Trade Specialist | 10/08/20 | \$1,035.35   |
| EFT0001096 | J J McLellan & Son             | 10/08/20 | \$7,265.79   |
| EFT0001097 | Maple Lane Farm Service Inc.   | 10/08/20 | \$1,256.29   |
| EFT0001098 | Martins TLC                    | 10/08/20 | \$5,830.80   |
| EFT0001099 |                                | 10/08/20 | \$249.52     |
| EFT0001100 | Moorefield Excavating Limited  | 10/08/20 | \$5,968.72   |
| EFT0001101 | North Wellington Co-op Service | 10/08/20 | \$457.62     |
| EFT0001102 | Ontario One Call               | 10/08/20 | \$133.59     |
| EFT0001103 | Ont Clean Water Agency         | 10/08/20 | \$56,975.07  |
| EFT0001104 | PETRO-CANADA                   | 10/08/20 | \$3,016.22   |
| EFT0001105 | Purolator Inc.                 | 10/08/20 | \$26.25      |
| EFT0001106 | Sanigear                       | 10/08/20 | \$951.86     |
| EFT0001107 | Triton Engineering Services    | 10/08/20 | \$1,933.72   |
| EFT0001108 | Upper Grand Dist School Board  | 10/08/20 | \$23,837.00  |
| EFT0001109 | Wellington Construction Contra | 10/08/20 | \$308,907.32 |
| EFT0001110 | Wellington North Power         | 10/08/20 | \$10,530.45  |
| EFT0001111 | Yake Electric Ltd              | 10/08/20 | \$1,518.61   |
| 76407      | Bell Canada                    | 10/15/20 | \$765.38     |
| 76408      | Bell Canada                    | 10/15/20 | \$39.16      |
| 76409      | Bell Mobility                  | 10/15/20 | \$1,764.92   |
| 76410      | Bill Stewart Construction      | 10/15/20 | \$1,009.09   |
| 76411      | Chalmers Fuels Inc             | 10/15/20 | \$91.17      |
| 76412      | Duncan, Linton LLP, Lawyers    | 10/15/20 | \$1,231.22   |
| 76413      |                                | 10/15/20 | \$1,112.00   |
| 76414      |                                | 10/15/20 | \$396.62     |
| 76415      | Human Response Monitoring Cent | 10/15/20 | \$339.00     |
| 76416      | Hydro One Networks Inc.        | 10/15/20 | \$56.71      |
| 76417      | Jim's Auto Service             | 10/15/20 | \$96.05      |
| 76418      |                                | 10/15/20 | \$137.00     |
| 76419      |                                | 10/15/20 | \$19.25      |
| 76420      | Minister of Finance            | 10/15/20 | \$3,138.55   |
| 76421      | Suncor Energy Inc.             | 10/15/20 | \$2,048.77   |
| 76422      | Twp of Wellington North        | 10/15/20 | \$118.66     |
| 76423      | Waste Management               | 10/15/20 | \$1,213.62   |
| 76424      | Water Concepts                 | 10/15/20 | \$683.65     |
| 76425      | Wellington Advertiser          | 10/15/20 | \$1,773.54   |
| 76426      | Young's Home Hardware Bldg Cen | 10/15/20 | \$16.00      |
| EFT0001112 | ALS Canada Ltd.                | 10/15/20 | \$348.04     |
| EFT0001113 | Arthur Home Hardware Building  | 10/15/20 | \$83.32      |
| EFT0001114 | Artic Clear 1993 Inc.          | 10/15/20 | \$15.20      |
| EFT0001115 | B M Ross and Associates        | 10/15/20 | \$2,156.15   |
| EFT0001116 | Carson Supply                  | 10/15/20 | \$193.29     |

|            |                                |          |              |
|------------|--------------------------------|----------|--------------|
| EFT0001117 | County of Wellington           | 10/15/20 | \$40.00      |
| EFT0001118 | DeBoer's Farm Equipment Ltd.   | 10/15/20 | \$8.45       |
| EFT0001119 | FOSTER SERVICES/822498 ONT INC | 10/15/20 | \$10,170.00  |
| EFT0001120 | Ideal Supply Inc.              | 10/15/20 | \$105.53     |
| EFT0001121 | Maple Lane Farm Service Inc.   | 10/15/20 | \$20.23      |
| EFT0001122 | Moorefield Excavating Limited  | 10/15/20 | \$111,312.20 |
| EFT0001123 | MRC Systems Inc                | 10/15/20 | \$733.76     |
| EFT0001124 | Officer's Auto Care Inc.       | 10/15/20 | \$1,101.08   |
| EFT0001125 | ROBERTS FARM EQUIPMENT         | 10/15/20 | \$90.99      |
| EFT0001126 | Saugeen Community Radio Inc.   | 10/15/20 | \$226.00     |
| EFT0001127 | SGS Canada Inc.                | 10/15/20 | \$3,638.60   |
| EFT0001128 | Shred All Ltd.                 | 10/15/20 | \$67.80      |
| EFT0001129 | T&T Power Group                | 10/15/20 | \$62,144.35  |
| 100        | Total Amount of Cheques:       |          | \$831,445.64 |

|                                    | 2020<br>Actuals<br>YTD | 2020<br>Budget<br>Sept 30 | Actual vs<br>Budget YTD<br>(over)/under | Variance<br>% | 2019<br>Actuals<br>YTD | 2020 vs<br>2019 YTD<br>Variance |      |
|------------------------------------|------------------------|---------------------------|-----------------------------------------|---------------|------------------------|---------------------------------|------|
| <b>REVENUE</b>                     |                        |                           |                                         |               |                        |                                 |      |
| Net Taxation                       | (6,060,871)            | (6,060,683)               | (188)                                   | 0.0%          | (7,773,095)            | 1,712,224                       | [2]  |
| Fees and Service Charges           | (4,081,396)            | (4,329,440)               | 248,044                                 | -5.7%         | (4,052,150)            | (29,246)                        | [3]  |
| Grants and Subsidies               | (1,117,324)            | (1,101,975)               | (15,349)                                | 1.4%          | (1,154,476)            | 37,152                          |      |
| Trsf from Reserves & Res Funds     | (933,075)              | (933,075)                 | -                                       | 0.0%          | (1,097,576)            | 164,501                         |      |
| Other Income                       |                        |                           |                                         |               |                        |                                 |      |
| Penalties and Interest on Taxation | (112,201)              | (131,250)                 | 19,049                                  | -14.5%        | (111,889)              | (312)                           | [4]  |
| Miscellaneous                      | (137,140)              | (96,450)                  | (40,690)                                | 42.2%         | (169,422)              | 32,282                          | [5]  |
| Investment Income                  | (155,798)              | (201,750)                 | 45,952                                  | -22.8%        | (276,314)              | 120,516                         | [6]  |
| Rents, Concessions and Franchises  | (342,388)              | (554,918)                 | 212,530                                 | -38.3%        | (499,233)              | 156,845                         | [7]  |
| Donations                          | (4,250)                | (11,700)                  | 7,450                                   | -63.7%        | (20,388)               | 16,138                          |      |
|                                    | <u>(12,944,443)</u>    | <u>(13,421,241)</u>       | <u>476,798</u>                          | <u>-3.6%</u>  | <u>(15,154,543)</u>    | <u>2,210,100</u>                |      |
| <b>EXPENSES</b>                    |                        |                           |                                         |               |                        |                                 |      |
| Council                            | 206,291                | 196,567                   | (9,724)                                 | -4.9%         | 83,690                 | (122,601)                       | [8]  |
| Administration                     | 622,533                | 726,999                   | 104,466                                 | 14.4%         | 922,523                | 299,990                         | [9]  |
| Property                           | 93,944                 | 110,577                   | 16,633                                  | 15.0%         | 123,350                | 29,406                          |      |
| Fire Services                      | 469,028                | 638,401                   | 169,373                                 | 26.5%         | 552,535                | 83,507                          | [10] |
| Policing & Crossing Guard Services | 23,052                 | 39,774                    | 16,722                                  | 42.0%         | 31,395                 | 8,343                           |      |
| Conservation Authority             | 160,170                | 121,091                   | (39,080)                                | -32.3%        | 153,610                | (6,560)                         | [11] |
| Protective Inspections & Control   | 277,842                | 247,542                   | (30,300)                                | -12.2%        | 255,807                | (22,035)                        | [12] |
| Animal Control                     | 21,050                 | 28,013                    | 6,963                                   | 24.9%         | 16,361                 | (4,689)                         |      |
| Property Standards                 | 30,510                 | 47,792                    | 17,282                                  | 36.2%         | 11,513                 | (18,997)                        | [13] |
| Roadways                           | 2,346,209              | 2,479,780                 | 133,571                                 | 5.4%          | 2,115,081              | (231,128)                       | [14] |
| Street Lighting                    | 69,448                 | 104,198                   | 34,750                                  | 33.3%         | 111,148                | 41,700                          | [15] |
| Cemetery                           | 96,252                 | 101,082                   | 4,830                                   | 4.8%          | 41,399                 | (54,853)                        | [16] |
| Recreation                         | 1,098,808              | 1,480,586                 | 381,778                                 | 25.8%         | 2,150,026              | 1,051,218                       | [17] |
| Planning                           | 118,414                | 287,052                   | 168,638                                 | 58.7%         | 29,032                 | (89,382)                        | [18] |
| Economic Development               | 269,753                | 211,560                   | (58,193)                                | -27.5%        | 215,137                | (54,616)                        | [19] |
| WNP Holding                        | 1,615                  | 39,825                    | 38,210                                  | 95.9%         | -                      | (1,615)                         | [20] |
| Municipal Drains                   | 42,127                 | 46,886                    | 4,759                                   | 10.2%         | 69,352                 | 27,225                          | [21] |
| Rural Water                        | 4,473                  | 5,924                     | 1,451                                   | 24.5%         | 25,010                 | 20,537                          |      |
| Sanitary Sewers                    | 1,815,265              | 1,900,046                 | 84,781                                  | 4.5%          | 1,207,297              | (607,968)                       | [22] |
| Water Works                        | 951,601                | 1,043,604                 | 92,003                                  | 8.8%          | 731,131                | (220,470)                       | [23] |
| Transfers to Reserves/Res Funds    | 803,160                | 803,160                   | -                                       | 0.0%          | 1,166,494              | 363,334                         |      |
| Transfers to capital fund          | 2,760,785              | 2,760,785                 | -                                       | 0.0%          | 3,683,657              | 922,872                         |      |
|                                    | <u>12,282,330</u>      | <u>13,421,241</u>         | <u>1,138,911</u>                        | <u>8.5%</u>   | <u>13,695,548</u>      | <u>1,413,218</u>                |      |
| <b>(SURPLUS)/DEFICIT</b>           | <u>(662,113)</u>       | <u>1</u>                  |                                         |               |                        |                                 |      |

## Township of Wellington North

### General Fund Financial Summary

Budget vs Year to Date – Ending September 30, 2020

1. The financial statement for the Township of Wellington North's operating activities were prepared on a cash basis. The only significant adjustments made to financial summary were to: accrue revenue for water and sewer user fees to correspond with expenses incurred, taxation & PIL revenues (normalized for 3/4 of budget). Additionally, transfers to reserves, reserve funds and capital have been normalized for half-year activity only.

### REVENUES

2. Net Taxation: Stated YTD Actuals include full year billing – budget reflects 75% of 2020 budget.
3. Fees and Service Charges: User fees and service charges include manual accrual adjustment for Sewer and Water revenue in both 2019 and 2020, due to significance of amount. To date, planning fees are trailing budget by ~\$66K, recreation fees and program revenues are trailing budget by ~\$84K, building & demo permit fees are trailing budget by ~\$83K.
4. Penalties and Interest on Taxation: Revenue on past due accounts are down in 2020 (and trailing budget) due to reduction in outstanding receivables early in the year, and Council decision to defer penalty and interest on the April 24<sup>th</sup> instalment until Jun 30<sup>th</sup> to give reprieve to property owners struggling during the early stages of the COVID-19 global pandemic.
5. Miscellaneous: revenues are currently exceeding budget, but trailing prior year – favourable in-year variances being realized in CBO, and gravel pit rehabilitation segments.
6. Investment Income - revenues are currently trailing budget and prior year. Current and PY trailing due to market conditions born by the COVID-19 global pandemic.
7. Rents, Concessions & Franchises: In-year and year-over-year variances driven by sharp decline in revenues associated with inability to host events, and cancellation of many organized sporting events and league play – these are directly attributable to the COVID-19 global pandemic. Impacts/duration of COVID-19, while unknown at this time, are anticipated to continue to have a negative impact on this business segment.

### EXPENSES

8. Council: Actual approximating budget and are up significantly year over year. Year over year variance being driven by transfers to reserves not previously conducted and have been implemented to adhere to the reserve and reserve fund policy approved in 2019.
9. Administration: Actuals are currently under budget and prior year; however, expectation is that they will fall in line with budget as year progresses. Current year variance largely attributable to lower than anticipated consulting, training, minor equipment, and audit costs which have been marginally offset by unanticipated costs associated with the COVID-19 global pandemic (~\$42K), and year-over-year changes largely attributable to interfunctional transfer changes implemented in 2020.

10. Fire Services: Mount Forest and Arthur fire halls are trailing budget, and prior year – largest drivers appear to be contract expenditures / timing of standby wages, conference / training, minor equipment, salary, and consulting expenses.
11. Conservation Authority: In-year variance driven by timing of instalments to conservation authorities – it is expected that expenses will be in line with expectations as the year comes to a close.
12. Protective Inspections & Control: YTD and year-over-year variances largely driven by Salary, Wage, and benefit costs.
13. Property Standards: In year expenses below budget, but higher than prior year. In-year variance largely attributable to less than anticipated wage related and legal expenses. Year-over-year variance largely driven by interfunctional transfer changes implemented in 2020.
14. Roads: Current year trailing budget expectations. Year over year variance due to staffing, debt servicing, and material and supplies associated with gravel and dust suppression (timing).
15. Street Lighting: Current, and prior year currently showing favourable variances – Current year variance is driven by less than anticipated maintenance and hydro costs. Year-over-year variance is largely attributable reduced hydro costs being realized because of the LED conversion completed in 2019.
16. Cemetery: Favourable in year variance is associated with timing of wage and property maintenance expenses and is expected to come in line with expectations as the year progresses. Year-over-year variance is largely attributable to a change in interfunctional transfers implemented in 2020.
17. Recreation: Current year expenditures are trailing budget and down significantly over prior year. Current year expenditure variance driven by less than anticipated wage, benefit, and maintenance and hydro costs (cyclicality, and COVID-19) and less than anticipated consulting costs. Year-over-year variance is driven by decline in debt servicing, and wage and benefit costs offset by increased insurance costs, and interfunctional transfers implemented in 2020.
18. Planning: Actuals trailing budget but up year-over-year – In year variance being driven by timing of invoices relating consulting costs (County), and prior year variance also driven by consulting costs, and the in-year change to interfunctional transfers.
19. Economic Development: Current year expenses are currently over budget and prior year however this variance is offset by an overage in Revenues of a similar amount. Current year variance largely attributable to expenses paid in the first half of the year for downtown revitalization (and is offset by transfer from Reserve funds), business retention and expansion, and community improvement grant initiatives. Year-over-year variance driven by increased downtown revitalization, business retention and expansion, interfunctional transfers, and community improvement grant activity when compared to a year ago over a similar timeframe. Year-end projection is to be in-line with budget.
20. WNP Holding: Current year actuals trailing budget, but up year-over-year. Efforts to expand the suite of services offered by WNP via acquisition have been unsuccessful to date. It is not envisaged that there will be significant activity in this segment for the remainder of the year.



21. Municipal Drains: Current year variance to budget is driven by timing of expense realization for municipal drain contributions but is expected to come in line with full-year budget expectations as the year progresses. Year-over-year variance is driven by reduction in amount of works that have a Municipal benefit.
22. Sanitary Sewers: Debt servicing costs currently driving year-over-year variance. Favourable in-year variance largely attributable to timing of expenses for maintenance, consulting, and OCWA fees.
23. Water Works: Overall, expenditures are trailing budget; however, are up sharply year-over-year. Year-over-year variance is predominately driven by wages and benefits (addition of operator), consulting, maintenance, supplies, and debt servicing costs; whereas, in-year budget to actual variance is driven by source water protection, conference / training, and supplies and maintenance costs trailing budget due to seasonal constraints but are expected to come in-line with budget as the year progresses.

**Township of Wellington North**  
**2020 Reserves and Reserve Funds**

115

30-Sep-20

| Reserves                                                  | Balance           |          |                  |                    | Subtotal          | Interfund Loans | Unbooked Additions | Unbooked Commitments | Balance           |
|-----------------------------------------------------------|-------------------|----------|------------------|--------------------|-------------------|-----------------|--------------------|----------------------|-------------------|
|                                                           | 31-Dec-19         | Interest | Additions        | Reductions         |                   |                 |                    |                      | 30-Sep-20         |
| <b><u>Taxation Reserves</u></b>                           |                   |          |                  |                    |                   |                 |                    |                      |                   |
| Tax Rate Stabilization Reserve                            | 1,574,824         | -        | 2,676            | (232,995)          | 1,344,505         | -               | -                  | (5,440)              | 1,339,065         |
| Municipal Election Reserve                                | 40,000            | -        | 20,000           | -                  | 60,000            | -               | -                  | -                    | 60,000            |
| Facilities Maintenance Reserve                            | 313,926           | -        | 48,000           | -                  | 361,926           | -               | -                  | -                    | 361,926           |
| Council Community & Contingency Reserve                   | 22,640            | -        | 5,000            | -                  | 27,640            | -               | -                  | (25,000)             | 2,640             |
|                                                           | <b>1,951,390</b>  | -        | <b>75,676</b>    | <b>(232,995)</b>   | <b>1,794,071</b>  | -               | -                  | <b>(30,440)</b>      | <b>1,763,631</b>  |
| <b><u>Taxation Reserve Funds</u></b>                      |                   |          |                  |                    |                   |                 |                    |                      |                   |
| Wellington North Power Debt Repayment                     | 518,423           | -        | 40,275           | -                  | 558,698           | -               | -                  | -                    | 558,698           |
| Wellington North Fire Res. Fund                           | 589,173           | -        | 161,424          | (99,200)           | 651,397           | -               | -                  | -                    | 651,397           |
| Building Permit Reserve Fund                              | 289,767           | -        | 27,944           | -                  | 317,711           | -               | -                  | -                    | 317,711           |
| Capital Infrastructure Reinvestment Reserve Fund          | 907,452           | -        | 136,282          | (406,760)          | 636,974           | -               | -                  | -                    | 636,974           |
| Streetlight Reserve Fund                                  | 63,299            | -        | 5,000            | -                  | 68,299            | -               | -                  | -                    | 68,299            |
| Cemetery Perpetual Care Res. Fund                         | 51,456            | -        | 5,000            | -                  | 56,456            | -               | -                  | -                    | 56,456            |
| Industrial Commercial Property Res. Fund                  | 1,863,106         | -        | 75,000           | (25,325)           | 1,912,781         | -               | -                  | -                    | 1,912,781         |
| Capital Equipment Reserve Fund                            | 994,078           | -        | 156,800          | (450,000)          | 700,878           | -               | -                  | (15,206)             | 685,671           |
|                                                           | <b>5,276,754</b>  | -        | <b>607,725</b>   | <b>(981,285)</b>   | <b>4,903,194</b>  | -               | -                  | <b>(15,206)</b>      | <b>4,887,987</b>  |
| <b><u>Total Taxation Reserves &amp; Reserve Funds</u></b> | <b>7,228,144</b>  | -        | <b>683,400</b>   | <b>(1,214,280)</b> | <b>6,697,264</b>  | -               | -                  | <b>(45,646)</b>      | <b>6,651,618</b>  |
| <b><u>User Fee Reserve Funds</u></b>                      |                   |          |                  |                    |                   |                 |                    |                      |                   |
| SS - Reserve Fund                                         | 1,092,387         | -        | 396,028          | (487,022)          | 1,001,393         | -               | -                  | -                    | 1,001,393         |
| Waterworks Reserve Fund                                   | 5,218,369         | -        | 236,426          | (139,699)          | 5,315,096         | -               | -                  | -                    | 5,315,096         |
|                                                           | <b>6,310,756</b>  | -        | <b>632,454</b>   | <b>(626,721)</b>   | <b>6,316,489</b>  | -               | -                  | -                    | <b>6,316,489</b>  |
| <b><u>Total User Fee Reserves &amp; Reserve Funds</u></b> | <b>6,310,756</b>  | -        | <b>632,454</b>   | <b>(626,721)</b>   | <b>6,316,489</b>  | -               | -                  | -                    | <b>6,316,489</b>  |
| <b><u>Development Charges</u></b>                         |                   |          |                  |                    |                   |                 |                    |                      |                   |
| Wellington North Sewer D.C.s                              | 290,012           | -        | -                | (383,944)          | (93,932)          | -               | -                  | -                    | (93,932)          |
| Wellington North Water D.C.s                              | 118,966           | -        | -                | -                  | 118,966           | -               | -                  | -                    | 118,966           |
| Wellington North Roads D.C.s                              | 435,197           | -        | -                | -                  | 435,197           | -               | -                  | -                    | 435,197           |
| Wellington North Fire D.C.s                               | 175,177           | -        | -                | -                  | 175,177           | -               | -                  | -                    | 175,177           |
| Wellington North Outdoor Rec D.C.s                        | 63,157            | -        | -                | (50,000)           | 13,157            | -               | -                  | -                    | 13,157            |
| Wellington North Indoor Rec D.C.s                         | 58,193            | -        | -                | -                  | 58,193            | -               | -                  | -                    | 58,193            |
| Wellington North Admin D.C.s                              | 20,798            | -        | -                | -                  | 20,798            | -               | -                  | (20,000)             | 798               |
| <b><u>Total DC Reserve Funds</u></b>                      | <b>1,161,500</b>  | -        | -                | <b>(433,944)</b>   | <b>727,556</b>    | -               | -                  | <b>(20,000)</b>      | <b>707,556</b>    |
| <b><u>Other Obligatory Reserve Funds</u></b>              |                   |          |                  |                    |                   |                 |                    |                      |                   |
| Parkland: Cash in Lieu                                    | 201,351           | -        | -                | -                  | 201,351           | -               | -                  | -                    | 201,351           |
| Federal Gas Tax Funding                                   | 423,723           | -        | 361,426          | (566,000)          | 219,149           | -               | -                  | -                    | 219,149           |
| Ontario - Main St. Revitalization                         | 25,688            | -        | -                | (25,688)           | 0                 | -               | -                  | -                    | (0)               |
|                                                           | <b>650,762</b>    | -        | <b>361,426</b>   | <b>(591,688)</b>   | <b>420,500</b>    | -               | -                  | -                    | <b>420,500</b>    |
| <b><u>Total Reserves &amp; Reserve Funds</u></b>          | <b>15,351,162</b> | -        | <b>1,677,280</b> | <b>(2,866,633)</b> | <b>14,161,809</b> | -               | -                  | <b>(65,646)</b>      | <b>14,096,163</b> |



## Staff Report

**To:** Mayor and Members of Council Meeting of October 26, 2020  
**From:** Matthew Aston, Director of Operations  
**Subject:** OPS 2020-028 being a report on London Road North

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive for information Report OPS 2020-028 being a report on London Road North.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Customer Letter to Council, September 14, 2020

### BACKGROUND

A notice of motion was considered at the October 13, 2020, meeting of Council to direct staff to review London Road North, specifically, that “staff prepare a report on London Road, including but not limited to pedestrians, speed, road condition, maintenance and future plans”.

London Road is a 50km/hr road and has a four-way stop at Wellington Street East. London Road currently does not have any sidewalks but, as we continue to build sidewalks east, an opportunity to build sidewalks as part of a future capital project will be available. As part of the 2021 capital budget Township staff do not plan to put forward a new sidewalk project for London Road.

London Road is paved with curb, south of Wellington Street East, and transitions into gravel approximately mid-block Wellington to Birmingham. Residential developments are planned to the west of London Road along this stretch.

The gravel portion of London Road is graded, as weather allows, and receives one application of calcium in the spring, similar to other Township roads. In 2020, in order to better suppress dust, a second application of calcium was applied.

Here is some additional information on London Road North:

Section 1 = London Road North between Birmingham Street East ROW to Durham Street East

- Daily traffic count of 519 obtained August 19, 2020 (London Rd south of King St E);
- All underground mains are installed along this section – storm sewer (east-side of road), watermain (west-side of road) and no future need for sanitary sewer is anticipated;

- Jack's Way is a planned development, Township staff feel the developer should be responsible for a capital contribution towards the paving of a portion of London Road. Township staff feel it is a stronger position to negotiate this capital contribution if the road remains gravel at this time;
- Township has received dust complaint from one customer, who lives within the new street fronting townhomes on Durham Street East;
- Road has always existed as a gravel road; and
- Township staff have not included any asphalt work on this section of London Road as part of the 2021 capital budget.

#### Section 2 = London Road North between Durham Street East to Sligo Road East

- Daily traffic count of 357 obtained September 10, 2020 (London Rd south of Sligo Rd E)
- Storm main is installed along the east-side of this section of London Road;
- Water and sanitary mains are not installed along this section of London Road;
- No development plans are known for the properties that front this section of road;
- Road has always existed as a gravel road; and
- Township staff have not included any asphalt work on this section of London Road as part of the 2021 capital budget.

### FINANCIAL CONSIDERATIONS

Township staff have calculated the estimated cost to simply pave each section of London Road North for Council's information. This would be consistent with the road surface of London Road, north of Wellington Street, but not consistent with the urban standard detailed within our Municipal Servicing Standard. The estimated cost below would install 50mm of asphalt, ~7.3m wide, on the existing gravel road, no curb/sidewalk or additional improvements.

Section 1 = Estimated Cost is \$18,000

Section 2 = Estimated Cost is \$30,000

### ATTACHMENTS

NA

### 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:** Matthew Aston, Director of Operations

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



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of October 26, 2020

**From:** Matthew Aston, Director of Operations

**Subject:** OPS 2020-029 being a report on Traffic Count Report

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive for information Report OPS 2020-029 being a report on Traffic Counts.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

NA

### BACKGROUND

Township staff, via a contractor, conducted traffic counts around Wellington North in 2020.

Traffic counts that were conducted in 2020 and are provided in Schedule A. These counts provide objective information of vehicles volumes on roads, during a 24-hour period, which can be used to inform conversations on maintenance prioritization, customer inquiries and other.

### FINANCIAL CONSIDERATIONS

These counts cost ~\$3,000 or ~\$70/location.

### ATTACHMENTS

Schedule A – 2020 Traffic Counts

### 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

☒ Municipal Infrastructure

☐ Partnerships

☐ Alignment and Integration

**Prepared By:** Matthew Aston, Director of Operations

*Matt Aston*

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

*Michael Givens*

**2020 Traffic Count**  
**Wednesday, August 19, 2020**

| ROAD NAME                                  | NORTH | EAST | SOUTH | WEST | TOTAL       |
|--------------------------------------------|-------|------|-------|------|-------------|
| Concession 6 N - Northside of Sideroad 2 E | 512   |      | 481   |      | <b>993</b>  |
| Concession 9 - South of Sideroad 9 W       | 406   |      | 386   |      | <b>792</b>  |
| Conestoga St N - North of Smith (Hwy 6)    | 357   |      | 402   |      | <b>759</b>  |
| Cork St - South of Queen W                 | 560   |      | 469   |      | <b>1029</b> |
| Domville St - East of Clarke               |       | 489  |       | 532  | <b>1021</b> |
| Dublin St - South of Queen W               | 629   |      | 549   |      | <b>1178</b> |
| Durham St W - East of Foster               |       | 401  |       | 384  | <b>785</b>  |
| Eliza St - Near Eastview                   | 950   |      | 652   |      | <b>1602</b> |
| First Line - South of WR 109               | 239   |      | 233   |      | <b>472</b>  |
| Line 2 - West of WR 16                     |       | 213  |       | 230  | <b>443</b>  |
| London Rd - South of King E                | 255   |      | 264   |      | <b>519</b>  |
| Parkside St - South of Queen W             | 481   |      | 272   |      | <b>753</b>  |
| Sideroad 3 W - East of Concession 11       |       | 358  |       | 307  | <b>665</b>  |
| Sideroad 5 W - West of Hwy 6               |       | 488  |       | 396  | <b>884</b>  |
| Sideroad 7 E - West of WR 14               |       | 221  |       | 213  | <b>434</b>  |
| Sideroad 7 W - West of Hwy 6               |       | 398  |       | 387  | <b>785</b>  |
| Third Line - South of WR 109               | 131   |      | 132   |      | <b>263</b>  |
| Wells St E - East of Smith (Hwy 6)         |       | 308  |       | 343  | <b>651</b>  |
| Line 6 - West of WR 16*                    |       | 121  |       | 116  | <b>237</b>  |
| Eliza St - Near Eastview*                  | 956   |      | 702   |      | <b>1658</b> |

\* - Tuesday, August 25, 2020



**2020 Traffic Count**  
**Thursday September 10, 2020**

| ROAD NAME                               | NORTH | EAST | SOUTH | WEST | TOTAL        |
|-----------------------------------------|-------|------|-------|------|--------------|
| 1st Line - South of 109                 | 255   |      | 226   |      | <b>481</b>   |
| 2nd Line - East of 14                   |       | 451  |       | 409  | <b>860</b>   |
| 2nd Line - East of 16                   |       | 294  |       | 341  | <b>635</b>   |
| 3rd Line - South of 109                 | 122   |      | 106   |      | <b>228</b>   |
| Bentley St - West of Highway 6          |       | 53   |       | 50   | <b>103</b>   |
| Concession 6 N - South of Highway 89    | 483   |      | 474   |      | <b>957</b>   |
| Concession Rd 7 - South of Sideroad 7 W | 87    |      | 97    |      | <b>184</b>   |
| Conestoga St N - North of Smith         | 525   |      | 582   |      | <b>1107</b>  |
| Francis St W - East of Frederick        |       | 190  |       | 115  | <b>305</b>   |
| George St - North of Charles            | 5734  |      | 5158  |      | <b>10892</b> |
| Isabella St E - South of Frederick      | 340   |      | 362   |      | <b>702</b>   |
| London Rd - South of Sligo Rd E         | 207   |      | 150   |      | <b>357</b>   |
| Main St N - North of Wellington         | 5189  |      | 5363  |      | <b>10552</b> |
| Main St S - South of Queen St E         | 3144  |      | 3038  |      | <b>6182</b>  |
| Mount Forest Dr - East of Main          |       | 995  |       | 1394 | <b>2389</b>  |
| Queen St E - East of York               |       | 1952 |       | 1919 | <b>3871</b>  |
| Queen St W - West of Wellington St W    |       | 1961 |       | 2308 | <b>4269</b>  |
| Sideroad 5 E - East of Concession 6 N   |       | 153  |       | 213  | <b>366</b>   |
| Sideroad 9 W - East of Concession Rd 9  |       | 31   |       | 43   | <b>74</b>    |
| Concession 4 N - South of Highway 89    | 83    |      | 91    |      | <b>174</b>   |
| Sideroad 5W - West of Highway 6         |       | 468  |       | 327  | <b>795</b>   |





## Staff Report

**To:** Mayor and Members of Council Meeting of October 26, 2020

**From:** Matthew Aston, Director of Operations

**Subject:** Report OPS 2020-031 being a report on the Township of Wellington North O.Reg 453/07 Water System Financial Plan No. 113-301A (2021-2026) and Wastewater System Financial Plan

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report OPS 2020-031 being a report on the Township of Wellington North O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan;

**AND FURTHER THAT** Council approve the O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater Financial Plan prepared by DFA Infrastructure International Inc. dated October 26, 2020;

**AND FURTHER THAT** Council direct staff to post a copy of the O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated October 26, 2020, on the Township website;

**AND FURTHER THAT** Council direct staff to submit a copy of the O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated October 26, 2020, to the Ministry of Municipal Affairs and Housing;

**AND FURTHER THAT** the resolution of Council approving the O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated October 26, 2020, be submitted to the Ministry of Environment, Conservation and Parks on or before November 18, 2020 as required as part of the municipal drinking water licence renewal application.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

NA

### BACKGROUND

Under the Safe Drinking Water Act, Ontario Regulation 453/07 requires that drinking water system owners have an approved financial plan for its drinking water systems as part of the

municipal drinking water license renewal process. The Township's current Arthur and Mount Forest drinking water systems licenses are up for renewal in 2021 and the renewal applications will be submitted to the Ministry (MECP) on or before the renewal due date of November 18, 2020.

The Township of Wellington North O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated October 26, 2020, was prepared for the Arthur and Mount Forest drinking water systems by DFA Infrastructure International Inc. The Financial Plans were based on the Township's draft water and wastewater rate study and is attached in Schedule A.

### FINANCIAL CONSIDERATIONS

Draft Water and Wastewater Rate Study proposed an increase of 1.5% per year for the period 2022 to 2027. An increase of 2% was previously approved for 2021 per the 2015 Water and Wastewater Rate study. DFA Infrastructure International Inc.'s report suggests our water and wastewater financial position is excellent.

### ATTACHMENTS

Schedule A – Township of Wellington North O.Reg 453/07 Water System Financial Plan No. 113-301A and Wastewater System Financial Plan dated October 26, 2020.

### 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:** Matthew Aston, Director of Operations

*Matthew Aston*

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

*Michael Givens*

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# Township of Wellington North

**2020 O.Reg 453/07 Water System Financial Plan No. 113-301A  
and Wastewater System Financial Plan**

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**DFA Infrastructure International Inc.**

**October 26, 2020**

**DFA Infrastructure International Inc.**

33 Raymond Street St. Catharines Ontario Canada L2R 2T3

Telephone: (905) 938 -0965 Fax: (905) 937-6568

---

October 26, 2020

Matthew Aston  
Director of Operations  
Township of Wellington North  
7490 Sideroad 7 W  
Kenilworth, Ontario  
N0G 2E0

**Re: 2020 O.Reg 453/07 Water System Financial Plan No. 113-301A and Wastewater System Financial Plan**

Dear Matt:

We are pleased to submit to you the above noted report entitled: "2020 O. Reg 453/07 Water System Financial Plan and Wastewater System Financial Plan". Please note, these financial plans are based on the results of the Township's draft water and wastewater rate study that will be presented to your Council in the near future.

Yours truly,

**DFA Infrastructure International Inc.**

Derek Ali, MBA, P.Eng.  
President

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Transmittal Letter

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# 1 Introduction

## 1.1 Background

Regulation 188/07 under the Safe Drinking Water Act requires Ontario municipalities to apply for and obtain Drinking Water System Licences as part of their overall DWQMS. One of the requirements of holding a valid drinking water licence is preparing and submitting to the Province an updated financial plan in accordance with O.Reg. 453/07. The financial plan must include financial statements on the following:

- The proposed or projected financial position of the drinking water systems;
- The proposed or projected gross cash receipts and gross cash payments;
- The proposed or projected financial operations of the drinking water system; and
- Details on the extent to which the above information applies to the replacement of lead service pipes, if applicable.

Appendix A lists each requirement of the regulation and references the respective financial statements and other relevant information required under each regulatory requirement. The financial plan must apply to a period of at least six (6) years with the first year being the year the existing license expires. In the Township's case an updated Water System Financial Plan is required for the period 2021 to 2026.

It is important to note that the water system financial plan, along with the accompanying wastewater system financial plan are based on the results of the draft Township's water and wastewater rate study that will be presented to Council in the near future entitled 2020 Water of Wastewater Rate Study and O. Reg 453/07 Financial Plan.

Upon Council's approval, the financial plans will be made available to the public at no charge and posted on the Township's website. The plans will also be submitted to the Province as part of the Township's drinking water license renewal application.

# 2 O.Reg 453/07 Water System Financial Plan No. 113-301A

This section presents an updated water system financial plan as defined in O.Reg. 453/07, thereby allowing the Township to fulfil its obligations under the drinking water licensing regulations for the renewal of its drinking water systems license. The number for the updated financial plan is 113-301A

## 2.1 Water Tangible Capital Assets (TCA) Analysis

As noted in the introduction the results of the draft 2020 Water and Wastewater Rate Study are used as the basis for preparing the water system financial plan. The Township's Tangible Capital Asset inventories were also used in the preparation of the water system financial plan. The amortization of the tangible capital assets is

shown as a “non-cash” annual cost that reflects the annual “use” of assets until the end of their respective useful lives. Allowances are made to finance the replacement and/ or rehabilitation of the existing assets once they “expire” and can no longer play a role in providing the required drinking water service to customers. It should be noted however that since amortization is based on the original (historical) cost at the time the asset was placed in service it does not account for inflation since the year of installation. Therefore, basing asset replacement costs on amortization alone is not sufficient to cover the future replacement needs.

The TCA projections contained in the Township’s water system financial plan are based on the following assumptions:

- Amortization of existing assets is based on the Township’s Tangible Capital Assets Policies and Procedures. Amortization of new infrastructure investments is based on straight line depreciation with half year depreciation charged in the year of acquisition;
- Historical costs, life expectancy and remaining useful life are as identified in the TCA data provided by the Township;
- Fully depreciated assets continue to be used in service i.e. no asset removals; and
- New assets to be acquired are based on the capital forecast presented. The forecast includes projects in the Township’s Capital Budget Forecast, 2018 Development Charges Study and asset replacement projections based on an analysis of the Township’s tangible capital asset inventories.

### **Water Asset Value**

The water system is comprised of the following asset classes:

- Wells and Storage, and
- Watermains

Table 2-1 shows the current capital asset value based on historical cost and accumulated amortization to 2021. This is reflected as the net book value (NBV) i.e. the “accounting” value, and indicates that the water system as a whole is approximately 33% depreciated or has approximately 67% remaining life based on the TCA data. This suggests that the water system assets are relatively new.

**Table 2-1: Water – Asset Amortization and Book Value (NBV)**

| 2021 Water asset Details |    |            |      |
|--------------------------|----|------------|------|
| Historical Cost          | \$ | 26,775,219 | 100% |
| Accumulated Amortization | \$ | 8,835,962  | 33%  |
| Net Book Value           | \$ | 17,939,257 | 67%  |

## 2.2 Water Financial Statements

This financial plan involves the review, analysis and assessment of financial information contained in the draft rate study including costs, revenues, debt, cash transactions and Tangible Capital Assets (TCA) to prepare the following three (3) financial statements covering the period 2021 – 2026 as required under O.Reg 453/07:

- Statement of Financial Position;
- Statement of Operations; and
- Statement of Cash Flow

### 2.2.1 Water - Statement of Financial Position

The Statement of Financial Position is presented in Table 2-2. This statement summarizes the Townships' water-related financial and non-financial assets i.e. Tangible Capital Assets (TCA) and liabilities, and provides the net financial asset (or net debt) position and accumulated surplus related to managing the water system. The financial assets are primarily cash balances in the water reserves and reserve funds. Liabilities consist of the water deferred revenues and long-term debt. The non-financial assets (TCA) include the Township's water infrastructure. The historical costs are amortized over the asset life to arrive at the net book value each year from 2021 to 2026. New assets are added in the years acquired, developed or built. Contributed assets are primarily new infrastructure and facilities that would be transferred to the Township's ownership and control by developers as they are completed. However this is assumed to be zero. It is also assumed that other non-financial assets such as inventory and prepaid expenses are zero.

Contained within the Statement of Financial Position are important indicators, the first being net financial assets (or net debt) which is defined as the difference between financial assets and liabilities. This indicator provides a measure of the water system's "future revenue requirement". Table 2-2 indicates that in 2021, the Township's water system will be in a financial asset position of \$4.3 million. This will decrease to a net debt position of \$1.2 million by 2026. The net debt position indicates that additional financial resources will be required to fund future operations. The trend to the net debt position is due to a significant increase of long-term debt and increase deferred revenues, offset by an increase of cash balances.

The next important indicator contained in the Statement of Financial Position is the net book value of TCA. Table 2-2 shows that net TCA are expected to increase over the forecast period by about \$13.2 million. This indicates that the Township has plans to invest in tangible capital assets greater than the consumption of existing assets. Further, a consumption ratio consisting of the accumulated amortization of the Township's TCA as a percent of historical cost ratio highlights the aged condition of the assets and their potential replacement needs. The Township's Water Asset Consumption Ratio decreases over the forecast period from 33% to 18%, suggesting that the water system would be less than a quarter through its life expectancy by 2026. As this percentage is decreasing over time, it indicates the Township is allocating adequate funds to finance the replacement or rehabilitation of aging assets as they expire.



Another important indicator in the Statement of Financial Position is the accumulated surplus. This indicator provides a measure of the resources available to the Township for managing its water system. The accumulated surplus is projected to increase from approximately \$22.2 million in 2021 to approximately \$29.9 million by 2026. The accumulated surplus consists of non-financial assets that are made up of the net TCA balance representing past investments in water infrastructure, offset by the net debt balances.

**Table 2-2: Water – Statement of Financial Position**

|                                                       | 2021          | 2022          | 2023          | 2024          | 2025          | 2026          |
|-------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Financial Assets</b>                               |               |               |               |               |               |               |
| Cash, Receivables and Investment                      | \$5,677,157   | \$6,645,941   | \$7,477,404   | \$7,605,662   | \$6,591,384   | \$7,404,348   |
| <b>Total Financial Assets</b>                         | \$5,677,157   | \$6,645,941   | \$7,477,404   | \$7,605,662   | \$6,591,384   | \$7,404,348   |
| <b>Financial Liabilities</b>                          |               |               |               |               |               |               |
| Accounts Payable & Deferred Revenue                   | \$1,033,584   | \$1,477,588   | \$1,704,064   | \$1,928,692   | \$2,006,296   | \$1,610,628   |
| Long-term Liabilities                                 | \$348,487     | \$2,607,835   | \$2,550,794   | \$3,667,622   | \$7,328,139   | \$7,043,572   |
| <b>Total Financial Liabilities</b>                    | \$1,382,071   | \$4,085,423   | \$4,254,859   | \$5,596,313   | \$9,334,435   | \$8,654,200   |
| <b>Net Financial Assets (Net Debt)</b>                | \$4,295,085   | \$2,560,518   | \$3,222,545   | \$2,009,349   | (\$2,743,051) | (\$1,249,852) |
| <b>Non-Financial Assets</b>                           |               |               |               |               |               |               |
| Tangible Capital Assets                               | \$26,775,219  | \$29,467,552  | \$30,033,771  | \$32,413,880  | \$37,071,228  | \$38,199,384  |
| Accumulated Amortization                              | (\$8,835,962) | (\$8,665,797) | (\$8,477,039) | (\$8,173,065) | (\$6,549,605) | (\$7,044,867) |
| <b>Total Non-Financial Assets</b>                     | \$17,939,257  | \$20,801,755  | \$21,556,733  | \$24,240,814  | \$30,521,622  | \$31,154,518  |
| <b>Accumulated Surplus</b>                            | \$22,234,342  | \$23,362,272  | \$24,779,278  | \$26,250,163  | \$27,778,572  | \$29,904,666  |
| <b>Financial Indicators</b>                           |               |               |               |               |               |               |
| <b>Increase (Decrease) in Net Financial Assets</b>    | (\$992,478)   | (\$1,734,568) | \$662,028     | (\$1,213,196) | (\$4,752,399) | \$1,493,199   |
| <b>Increase (Decrease) in Tangible Capital Assets</b> | \$2,111,594   | \$2,862,498   | \$754,978     | \$2,684,081   | \$6,280,808   | \$632,895     |
| <b>Increase (Decrease) in Accumulated Surplus</b>     | \$1,119,116   | \$1,127,930   | \$1,417,006   | \$1,470,885   | \$1,528,409   | \$2,126,094   |
| <b>Water Asset Consumption Ratio</b>                  | 33%           | 29%           | 28%           | 25%           | 18%           | 18%           |

## 2.2.2 Water - Statement of Operations

The Statement of Operations is presented in Table 2-3. It summarizes the annual revenues and expenses associated with managing the Township's water system. It provides a report on the transactions and events that have an influence on the accumulated surplus. The main revenue items included are:

- Revenues from water rates and charges;
- Earned revenues, and
- Other Revenues (meter and backflow fees, service connection fees, miscellaneous fees and charges).

The main expense items are:

- The annual cost of operating and maintaining the water systems;

- Interest on long-term debt; and
- Amortization expenses on existing and added TCA.

The operating surplus (or deficit) is an important indicator contained in the Statement of Operations. An operating surplus (deficit) measures whether operating revenues generated in a year were sufficient to cover operating expenses incurred in that year. It is important to note that an annual surplus is necessary to ensure funds will be available to address non-expense items such as TCA acquisitions over and above amortization expenses, reserve/reserve fund contributions for asset replacement and rate stabilization, and repayment of outstanding debt principal. A ratio of operating surplus to total revenue is shown in Table 29-3 and reflects the percent of total revenue that can be allocated to funding the non-expense items noted above.

**Table 2-3: Water – Statement of Operation**

|                                                         | 2021                | 2022                | 2023                | 2024                | 2025                | 2026                |
|---------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Water Revenue</b>                                    |                     |                     |                     |                     |                     |                     |
| Rate Revenue                                            | \$2,681,904         | \$2,776,599         | \$2,873,532         | \$2,972,747         | \$3,074,293         | \$3,178,216         |
| Earned Revenue                                          | \$0                 | \$41,903            | \$317,142           | \$337,441           | \$501,570           | \$986,590           |
| Other Revenue                                           | \$141,906           | \$150,648           | \$159,843           | \$161,603           | \$148,713           | \$162,299           |
| <b>Total Revenues</b>                                   | <b>\$2,823,811</b>  | <b>\$2,969,150</b>  | <b>\$3,350,516</b>  | <b>\$3,471,791</b>  | <b>\$3,724,576</b>  | <b>\$4,327,104</b>  |
| <b>Water Expenses</b>                                   |                     |                     |                     |                     |                     |                     |
| Operating Expenses                                      | \$1,307,556         | \$1,380,000         | \$1,360,382         | \$1,387,589         | \$1,415,341         | \$1,443,648         |
| Interest on Debt                                        | \$0                 | \$12,197            | \$91,274            | \$89,278            | \$128,367           | \$0                 |
| Amortization                                            | \$397,139           | \$449,023           | \$481,854           | \$524,039           | \$652,460           | \$757,363           |
| <b>Total Expenses</b>                                   | <b>\$1,704,695</b>  | <b>\$1,841,220</b>  | <b>\$1,933,510</b>  | <b>\$2,000,906</b>  | <b>\$2,196,168</b>  | <b>\$2,201,010</b>  |
| <b>Annual Surplus/(Deficit)</b>                         | <b>\$1,119,116</b>  | <b>\$1,127,930</b>  | <b>\$1,417,006</b>  | <b>\$1,470,885</b>  | <b>\$1,528,408</b>  | <b>\$2,126,094</b>  |
| <b>Accumulated Surplus/(Deficit), Beginning of Year</b> | <b>\$21,115,226</b> | <b>\$22,234,342</b> | <b>\$23,362,273</b> | <b>\$24,779,278</b> | <b>\$26,250,163</b> | <b>\$27,778,572</b> |
| <b>Accumulated Surplus/ (Deficit), End of Year</b>      | <b>\$22,234,342</b> | <b>\$23,362,273</b> | <b>\$24,779,278</b> | <b>\$26,250,163</b> | <b>\$27,778,572</b> | <b>\$29,904,665</b> |
| <b>Financial Indicators</b>                             | <b>2021</b>         | <b>2022</b>         | <b>2023</b>         | <b>2024</b>         | <b>2025</b>         | <b>2026</b>         |
| <b>Increase (Decrease) in Total Revenues</b>            | <b>\$98,903</b>     | <b>\$145,339</b>    | <b>\$381,366</b>    | <b>\$121,275</b>    | <b>\$252,784</b>    | <b>\$602,529</b>    |
| <b>Increase (Decrease) in Total Expenses</b>            | <b>\$27,978</b>     | <b>\$136,525</b>    | <b>\$92,290</b>     | <b>\$67,396</b>     | <b>\$195,261</b>    | <b>\$4,843</b>      |
| <b>Increase (Decrease) in Annual Surplus</b>            | <b>\$70,925</b>     | <b>\$8,815</b>      | <b>\$289,075</b>    | <b>\$53,879</b>     | <b>\$57,523</b>     | <b>\$597,686</b>    |
| <b>Operating Surplus Ratio</b>                          | <b>39.6%</b>        | <b>38.0%</b>        | <b>42.3%</b>        | <b>42.4%</b>        | <b>41.0%</b>        | <b>49.1%</b>        |

### 2.2.3 Water - Statement of Cash Flows

The Statement of Cash Flow is presented in Table 2-4. This statement summarizes the main cash inflows and outflows related to the water system in four (4) main areas - operating, capital, investing and financing, and shows the annual changes in cash.

The operating cash transactions begin with the surplus or deficit identified in the Statement of Operations. This figure is adjusted to add or subtract non-cash items that were included as revenues or expenses (e.g. amortization expenses and earned revenues). It is assumed that there are no “investing activities” over the period. The capital section indicates the amounts to be spent to acquire capital assets (TCA) or to be received from the sale of assets. In the Township’s case, it is assumed that there are no assets to be sold to generate

cash. The financing section identifies funds external sources, proceeds from the issuance of debenture as cash inflows, and the portion of debt repaid as cash outflows.

Table 2-4 indicates that cash is being generated from operations, which is used in funding the acquisition of TCA and towards building internal reserves. The Town's cash position is projected to increase over the forecast period from \$5.7 million in 2021 to a \$7.4 million in 2026.

**Table 2-4: Water – Statement of Cash Flow**

|                                                            | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
|------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Cash Provided by:</b>                                   |                      |                      |                      |                      |                      |                      |
| <b>Operating Activities</b>                                |                      |                      |                      |                      |                      |                      |
| Annual Surplus/(Deficit)                                   | \$1,119,116          | \$1,127,930          | \$1,417,006          | \$1,470,885          | \$1,528,408          | \$2,126,094          |
| <b>Non-Cash Items</b>                                      |                      |                      |                      |                      |                      |                      |
| Amortization                                               | \$397,139            | \$449,023            | \$481,854            | \$524,039            | \$652,460            | \$757,363            |
| Earned Revenue                                             | \$0                  | (\$41,903)           | (\$317,142)          | (\$337,441)          | (\$501,570)          | (\$986,590)          |
| <b>Net Change in Cash Provided by Operating Activities</b> | <b>\$1,516,255</b>   | <b>\$1,535,051</b>   | <b>\$1,581,718</b>   | <b>\$1,657,483</b>   | <b>\$1,679,298</b>   | <b>\$1,896,867</b>   |
| <b>Capital Activities</b>                                  |                      |                      |                      |                      |                      |                      |
| Purchase of TCA                                            | (\$2,508,732)        | (\$3,311,521)        | (\$1,236,832)        | (\$3,208,121)        | (\$6,933,268)        | (\$1,390,258)        |
| <b>Net Change in Cash Used in Capital Activities</b>       | <b>(\$2,508,732)</b> | <b>(\$3,311,521)</b> | <b>(\$1,236,832)</b> | <b>(\$3,208,121)</b> | <b>(\$6,933,268)</b> | <b>(\$1,390,258)</b> |
| <b>Financing Activities</b>                                |                      |                      |                      |                      |                      |                      |
| DC Collections                                             | \$466,803            | \$485,906            | \$543,618            | \$562,069            | \$579,174            | \$590,922            |
| External Financing                                         | \$0                  | \$0                  | \$0                  | \$0                  | \$0                  | \$0                  |
| Proceeds From Long-Term Debt                               | \$348,487            | \$2,289,054          | \$168,826            | \$1,364,991          | \$4,033,720          | \$445,538            |
| Repayment of Long-Term Debt                                | \$0                  | (\$29,706)           | (\$225,867)          | (\$248,164)          | (\$373,203)          | (\$730,105)          |
| <b>Net Change in Cash Used in Financing Activities</b>     | <b>\$815,290</b>     | <b>\$2,745,254</b>   | <b>\$486,577</b>     | <b>\$1,678,896</b>   | <b>\$4,239,692</b>   | <b>\$306,355</b>     |
| <b>Net Change in Cash and Cash Equivalents</b>             | <b>(\$177,188)</b>   | <b>\$968,784</b>     | <b>\$831,463</b>     | <b>\$128,258</b>     | <b>(\$1,014,278)</b> | <b>\$812,964</b>     |
| Cash and Cash Equivalents, Beginning of the Year           | \$5,854,345          | \$5,677,157          | \$6,645,941          | \$7,477,404          | \$7,605,662          | \$6,591,384          |
| Cash and Cash Equivalents, End of the Year                 | \$5,677,157          | \$6,645,941          | \$7,477,404          | \$7,605,662          | \$6,591,384          | \$7,404,348          |

## 2.3 Lead Service Pipe Removal

The financial plan is also required to detail the extent to which the information described above relates directly to the replacement of lead service pipes. There are no known lead service pipes in the Township. There is no dedicated lead service pipe removal program in place. If lead pipe is discovered during normal operations, it is replaced accordingly. Therefore, there are no significant material financial costs associated with lead pipe removal.

### 3 Wastewater System Financial Plan

Preparing a wastewater system financial plan is not mandatory but has become a municipal best practice over the past few years. It is typically prepared in accordance with the requirements of O.Reg 453/07 which applies to water systems.

This financial plan involves the review, analysis and assessment of financial information contained in the draft 2020 water and wastewater rate study including costs, revenues, debt, cash transactions and Tangible Capital Assets (TCA) to prepare the following three (3) financial statements covering the period 2021 to 2026 as required under O.Reg. 453/07:

- Statement of Financial Position;
- Statement of Operations; and
- Statement of Cash Flow.

The wastewater system financial plan applies to a period of (6) six years from 2021 to 2026 to be consistent with the period covered by the water system financial plan. It is anticipated that the financial plan would be made available to the public at no charge on the Town's website following final approval of the rate study and financial plan by Council.

#### 3.1 Wastewater Tangible Capital Assets (TCA) Analysis

As in the preparation of the water system financial plan, the results of the 2020 water and wastewater rate study are used as the basis for preparing the wastewater system financial plan. The Township's Asset Inventories were also used in the preparation of the wastewater system financial plan. The amortization of the tangible capital assets is shown as a "non-cash" annual cost that reflects the annual "use" of assets until the end of their respective useful lives. Allowances are made to finance the replacement and/ or rehabilitation of the existing assets once they "expire" and can no longer play a role in providing the required wastewater service to customers. However, it should be noted that since amortization is based on the original (historical) cost at the time the asset was placed in service it does not account for inflation since the year of installation. Therefore, basing asset replacement costs on amortization alone is not sufficient to cover the future replacement needs.

The TCA projections contained in the Township's wastewater financial plan are based on the following assumptions:

- Amortization of existing assets is based on the Township's Tangible Capital Assets policies and procedures. Amortization of new infrastructure investments is based on straight line depreciation with half year depreciation charged in the year of acquisition.
- Historical costs, life expectancy and remaining useful life as per the TCA data provided by the Township;
- Fully depreciated assets continue to be used in service i.e. no asset removals; and
- New assets to be acquired are based on the capital forecast. The forecast includes projects in the Township's Capital Budget Forecast, 2018 Development Charges Study and asset replacement projections based on an analysis of the Township's tangible capital asset inventories.

## **Wastewater Asset Value**

The wastewater system is comprised of the following asset classes:

- Pump Stations and Lagoons
- Force mains, and
- Sanitary Mains.

Table 3-1 shows the current capital asset value based on historical cost and accumulated amortization to 2021. This is reflected as the net book value (NBV) i.e. the “accounting” value, and indicates that the wastewater system as a whole is approximately 33% depreciated or has approximately 67% remaining life based on the TCA data. This suggests that the water system assets are relatively new.

**Table 3-1: Wastewater – Asset Amortization and 2020 Net Book Value (NBV)**

| 2021 Wastewater asset Details   |                      |             |
|---------------------------------|----------------------|-------------|
| <b>Historical Cost</b>          | <b>\$ 27,119,758</b> | <b>100%</b> |
| <b>Accumulated Amortization</b> | <b>\$ 9,002,856</b>  | <b>33%</b>  |
| <b>Net Book Value</b>           | <b>\$ 18,116,901</b> | <b>67%</b>  |

## **3.2 Wastewater Financial Statements**

This financial plan involves the review, analysis and assessment of financial information contained in the rate study including costs, revenues, debt, cash transactions and Tangible Capital Assets (TCA) to prepare the following three (3) financial statements covering the period 2021 – 2026 as required under O.Reg 453/07:

- Statement of Financial Position;
- Statement of Operations; and
- Statement of Cash Flow.

### **3.2.1 Wastewater - Statement of Financial Position**

The Statement of Financial Position is presented in Table 3-2. This statement summarizes the Township’s wastewater related financial and non-financial assets (Tangible Capital Assets – TCA) and liabilities and provides the net financial asset/ (net debt) position and accumulated surplus related to managing the wastewater system. The financial assets are primarily cash balances in the wastewater reserves and reserve funds. Liabilities consist of wastewater deferred revenues and long-term debt. The non-financial assets (TCA) include the Township’s wastewater infrastructure. The historical costs are amortized over the asset life to arrive at the net book value each year from 2021 to 2026. New assets are added in the years acquired, developed or built. Contributed assets are primarily new infrastructure that would be transferred to the Township’s ownership and control by developers as they are completed. However, this is assumed to be zero. It is also assumed that other non-financial assets such as inventory and prepaid expenses are zero.

Contained within the Statement of Financial Position are important indicators, the first being net financial assets (or net debt) which is defined as the difference between financial assets and liabilities. This indicator provides a measure of the wastewater system's "future revenue requirement". Table 3.2 indicates that in 2021, the Township's wastewater system will be in a net debt position in the amount of \$3.2 million. There will be change to a net financial asset position of \$1.4 million by 2026. The net financial asset position indicates that financial resources will be available to fund future operations. The change to a net financial asset position is due to a combination of a decrease liabilities through a decrease in long-term debt with an a decrease in deferred revenues, and an increase in the cash position.

The next important indicator contained in the Statement of Financial Position is the net book value of TCA. Table 3-2 shows that net TCA are expected to grow by \$9.9 million over the forecast period, or from \$18.1 million in 2021 to \$28.0 million in 2026. This indicates that the Township has plans to invest in tangible capital assets in excess of the consumption of existing assets. Further, a consumption ratio consisting of the accumulated amortization of the Township's TCA as a percent of historical cost ratio highlights the aged condition of the assets and their potential replacement needs. The Township's Wastewater Asset Consumption Ratio will decrease from 33% in 2021 to 25% in 2026. As this percentage is decreasing over time, it indicates the Township is allocating adequate funds to finance the replacement or rehabilitation of aging assets as they expire.

Another important indicator in the Statement of Financial Position is the accumulated surplus. This indicator provides a measure of the resources available to the Township for managing its water system. The accumulated surplus is projected to increase from approximately \$14.9 million in 2021 to approximately \$29.4 million by 2026. The accumulated surplus consists of non-financial assets that are made up of the net TCA balance representing past investments in wastewater infrastructure, and net financial assets that consist of cash balances, offset by deferred revenues and long-term debt.

**Table 3-2: Wastewater - Statement of Financial Position**

|                                                       | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
|-------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Financial Assets</b>                               |                      |                      |                      |                      |                      |                      |
| Cash,Receivables and Investment                       | \$6,084,465          | \$5,764,889          | \$6,440,635          | \$6,921,637          | \$5,847,950          | \$6,942,037          |
| <b>Total Financial Assets</b>                         | \$6,084,465          | \$5,764,889          | \$6,440,635          | \$6,921,637          | \$5,847,950          | \$6,942,037          |
| <b>Financial Liabilities</b>                          |                      |                      |                      |                      |                      |                      |
| Accounts Payable & Deferred Revenue                   | \$4,441,471          | \$3,998,925          | \$4,502,398          | \$5,075,889          | \$3,881,356          | \$3,825,186          |
| Long-term Liabilities                                 | \$4,828,531          | \$4,153,231          | \$3,448,989          | \$2,714,480          | \$2,208,280          | \$1,684,363          |
| <b>Total Financial Liabilities</b>                    | \$9,270,002          | \$8,152,156          | \$7,951,387          | \$7,790,369          | \$6,089,636          | \$5,509,550          |
| <b>Net Financial Assets (Net Debt)</b>                | <b>(\$3,185,537)</b> | <b>(\$2,387,267)</b> | <b>(\$1,510,752)</b> | <b>(\$868,732)</b>   | <b>(\$241,686)</b>   | \$1,432,488          |
| <b>Non-Financial Assets</b>                           |                      |                      |                      |                      |                      |                      |
| Tangible Capital Assets                               | \$27,119,758         | \$29,187,976         | \$30,638,811         | \$32,359,705         | \$35,649,930         | \$37,356,393         |
| Accumulated Amortization                              | <b>(\$9,002,856)</b> | <b>(\$9,023,403)</b> | <b>(\$9,198,010)</b> | <b>(\$9,325,802)</b> | <b>(\$9,136,535)</b> | <b>(\$9,348,183)</b> |
| <b>Total Non-Financial Assets</b>                     | \$18,116,901         | \$20,164,573         | \$21,440,801         | \$23,033,904         | \$26,513,395         | \$28,008,210         |
| <b>Accumulated Surplus</b>                            | \$14,931,365         | \$17,777,305         | \$19,930,049         | \$22,165,171         | \$26,271,709         | \$29,440,698         |
| <b>Financial Indicators</b>                           |                      |                      |                      |                      |                      |                      |
| <b>Increase (Decrease) in Net Financial Assets</b>    | \$908,750            | \$798,270            | \$876,515            | \$642,020            | \$627,046            | \$1,674,174          |
| <b>Increase (Decrease) in Tangible Capital Assets</b> | \$2,878,356          | \$2,047,671          | \$1,276,229          | \$1,593,102          | \$3,479,492          | \$1,494,815          |
| <b>Increase (Decrease) in Accumulated Surplus</b>     | \$3,787,105          | \$2,845,941          | \$2,152,744          | \$2,235,122          | \$4,106,538          | \$3,168,988          |
| <b>Water Asset Consumption Ratio</b>                  | 33%                  | 31%                  | 30%                  | 29%                  | 26%                  | 25%                  |

### 3.2.2 Wastewater - Statement of Operations

The Statement of Operations is presented in Table 3-3 It summarizes the annual revenues and expenses associated with managing the Township's wastewater system. It provides a report on the transactions and events that have an influence on the accumulated surplus. The main revenue items included are:

- Revenues from wastewater rates and charges;
- Earned Revenues; and
- Other Revenues (service connection fees, and miscellaneous fees and charges).

The main expense items are:

- The annual cost of operating and maintaining the wastewater system;
- Interest on long-term debt; and
- Amortization expenses on existing and new TCA.

The operating surplus/ (deficit) is an important indicator contained in the Statement of Operations. An operating surplus/ (deficit) measures whether operating revenues generated in a year were sufficient to cover operating expenses incurred in that year. It is important to note that an annual surplus is necessary to ensure funds will be available to address non-expense items such as TCA acquisitions over and above amortization expenses, reserve/reserve fund contributions for asset replacement and rate stabilization, and repayment of outstanding debt principal. A ratio of operating surplus to total revenue is shown in Table 3-3 and reflects the percent of total revenue that can be allocated to funding the non-expense items noted above.

**Table 3-3: Wastewater - Statement of Operations**

|                                                         | 2021                | 2022                | 2023                | 2024                | 2025                | 2026                |
|---------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Water Revenue</b>                                    |                     |                     |                     |                     |                     |                     |
| Rate Revenue                                            | \$3,075,662         | \$3,187,706         | \$3,302,419         | \$3,419,856         | \$3,540,074         | \$3,663,128         |
| Earned Revenue                                          | \$2,764,211         | \$1,752,026         | \$960,106           | \$939,407           | \$2,736,192         | \$1,641,947         |
| Other Revenue                                           | \$37,624            | \$39,489            | \$41,969            | \$42,330            | \$43,034            | \$56,656            |
| <b>Total Revenues</b>                                   | <b>\$5,877,497</b>  | <b>\$4,979,221</b>  | <b>\$4,304,495</b>  | <b>\$4,401,594</b>  | <b>\$6,319,299</b>  | <b>\$5,361,731</b>  |
| <b>Water Expenses</b>                                   |                     |                     |                     |                     |                     |                     |
| Operating Expenses                                      | \$1,437,284         | \$1,466,030         | \$1,495,350         | \$1,525,257         | \$1,555,762         | \$1,586,878         |
| Interest on Debt                                        | \$209,809           | \$182,134           | \$153,194           | \$122,926           | \$95,007            | \$0                 |
| Amortization                                            | \$443,299           | \$485,116           | \$503,207           | \$518,289           | \$561,992           | \$605,865           |
| Other                                                   | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| <b>Total Expenses</b>                                   | <b>\$2,090,392</b>  | <b>\$2,133,280</b>  | <b>\$2,151,751</b>  | <b>\$2,166,472</b>  | <b>\$2,212,761</b>  | <b>\$2,192,742</b>  |
| <b>Annual Surplus/(Deficit)</b>                         | <b>\$3,787,105</b>  | <b>\$2,845,941</b>  | <b>\$2,152,744</b>  | <b>\$2,235,122</b>  | <b>\$4,106,538</b>  | <b>\$3,168,988</b>  |
| <b>Accumulated Surplus/(Deficit), Beginning of Year</b> | <b>\$11,144,259</b> | <b>\$14,931,365</b> | <b>\$17,777,306</b> | <b>\$19,930,049</b> | <b>\$22,165,171</b> | <b>\$26,271,709</b> |
| <b>Accumulated Surplus/ (Deficit), End of Year</b>      | <b>\$14,931,365</b> | <b>\$17,777,306</b> | <b>\$19,930,049</b> | <b>\$22,165,171</b> | <b>\$26,271,709</b> | <b>\$29,440,698</b> |
| <b>Financial Indicators</b>                             |                     |                     |                     |                     |                     |                     |
| <b>Increase (Decrease) in Total Revenues</b>            | <b>\$2,380,717</b>  | <b>(\$898,276)</b>  | <b>(\$674,726)</b>  | <b>\$97,099</b>     | <b>\$1,917,705</b>  | <b>(\$957,569)</b>  |
| <b>Increase (Decrease) in Total Expenses</b>            | <b>\$42,888</b>     | <b>\$42,888</b>     | <b>\$18,471</b>     | <b>\$14,721</b>     | <b>\$46,289</b>     | <b>(\$20,019)</b>   |
| <b>Increase (Decrease) in Annual Surplus</b>            | <b>(\$938,752)</b>  | <b>(\$941,164)</b>  | <b>(\$693,197)</b>  | <b>\$82,378</b>     | <b>\$1,871,416</b>  | <b>(\$937,550)</b>  |
| <b>Operating Surplus Ratio</b>                          | <b>57.9%</b>        | <b>57.2%</b>        | <b>50.0%</b>        | <b>50.8%</b>        | <b>65.0%</b>        | <b>59.1%</b>        |

### 3.2.3 Wastewater - Statement of Cash Flows

The Statement of Cash Flow is presented in Table 3-4. This statement summarizes the main cash inflows and outflows related to the wastewater system in four (4) main areas - operating, capital, investing and financing, and shows the annual changes in cash.

The operating cash transactions begin with the surplus or deficit identified in the Statement of Operations. This figure is adjusted to add or subtract non-cash items that were included as revenues or expenses (e.g. amortization expenses and earned revenues). It is assumed that there are no “investing activities” over the period. The capital section indicates the amounts to be spent to acquire capital assets (TCA) or to be received from the sale of assets. In the Township’s case, it is assumed that there are no assets to be sold to generate cash. The financing section identifies funds external sources, proceeds from the issuance of debenture as cash inflows, and the portion of debt repaid as cash outflows.

Table 3-4 indicates that cash is being generated from operations, which is used in funding the acquisition of TCA and towards building internal reserves. The Township's cash position is projected to increase over the forecast period from \$6.1 million in 2021 to a \$6.9 million in 2026.



**Table 3-4: Wastewater - Statement of Cash Flows**

|                                                            | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
|------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Cash Provided by:</b>                                   |                      |                      |                      |                      |                      |                      |
| <b>Operating Activities</b>                                |                      |                      |                      |                      |                      |                      |
| Annual Surplus/(Deficit)                                   | \$3,787,105          | \$2,845,941          | \$2,152,744          | \$2,235,122          | \$4,106,538          | \$3,168,988          |
| <b>Non-Cash Items</b>                                      |                      |                      |                      |                      |                      |                      |
| Amortization                                               | \$443,299            | \$485,116            | \$503,207            | \$518,289            | \$561,992            | \$605,865            |
| Earned Revenue                                             | (\$2,764,211)        | (\$1,752,026)        | (\$960,106)          | (\$939,407)          | (\$2,736,192)        | (\$1,641,947)        |
| <b>Net Change in Cash Provided by Operating Activities</b> | <b>\$1,466,193</b>   | <b>\$1,579,031</b>   | <b>\$1,695,845</b>   | <b>\$1,814,003</b>   | <b>\$1,932,339</b>   | <b>\$2,132,906</b>   |
| <b>Capital Activities</b>                                  |                      |                      |                      |                      |                      |                      |
| Purchase of TCA                                            | (\$3,321,654)        | (\$2,532,787)        | (\$1,779,436)        | (\$2,111,391)        | (\$4,041,484)        | (\$2,100,679)        |
| <b>Net Change in Cash Used in Capital Activities</b>       | <b>(\$3,321,654)</b> | <b>(\$2,532,787)</b> | <b>(\$1,779,436)</b> | <b>(\$2,111,391)</b> | <b>(\$4,041,484)</b> | <b>(\$2,100,679)</b> |
| <b>Financing Activities</b>                                |                      |                      |                      |                      |                      |                      |
| DC Collections                                             | \$1,278,242          | \$1,309,480          | \$1,463,579          | \$1,512,899          | \$1,541,658          | \$1,585,777          |
| External Financing                                         | \$0                  | \$0                  | \$0                  | \$0                  | \$0                  | \$0                  |
| Proceeds From Long-Term Debt                               | \$0                  | \$0                  | \$0                  | \$0                  | \$0                  | \$0                  |
| Repayment of Long-Term Debt                                | (\$647,626)          | (\$675,301)          | (\$704,241)          | (\$734,509)          | (\$506,200)          | (\$523,917)          |
| <b>Net Change in Cash Used in Financing Activities</b>     | <b>\$630,616</b>     | <b>\$634,180</b>     | <b>\$759,337</b>     | <b>\$778,390</b>     | <b>\$1,035,458</b>   | <b>\$1,061,860</b>   |
| <b>Net Change in Cash and Cash Equivalents</b>             | <b>(\$1,224,845)</b> | <b>(\$319,576)</b>   | <b>\$675,746</b>     | <b>\$481,002</b>     | <b>(\$1,073,687)</b> | <b>\$1,094,087</b>   |
| Cash and Cash Equivalents, Beginning of the Year           | \$7,309,310          | \$6,084,465          | \$5,764,889          | \$6,440,635          | \$6,921,637          | \$5,847,950          |
| Cash and Cash Equivalents, End of the Year                 | \$6,084,465          | \$5,764,889          | \$6,440,635          | \$6,921,637          | \$5,847,950          | \$6,942,037          |

## 4 Conclusions & Recommendations

The following are the main conclusions regarding the water system:

- The financial statements for the water system are prepared based on the results of the draft rate study analyses and projections, indicate the following:
  - The accumulated surplus is projected to increase from approximately \$22.2 million in 2021 to approximately \$29.9 million by 2026.
  - The operating surplus ratio is projected to increase from approximately 40% in 2021 to 49% in 2026.
  - The cash position is projected to increase from \$5.7 million in 2021 to a \$7.4 million in 2026.

These indicate that the financial outlook for the water system over the 6-year period 2021 to 2026 is excellent.

The following are the main conclusions regarding the wastewater system:

2. The financial statements for the wastewater system are prepared based on the results of the draft rate study analyses and projections, indicate the following:
  - The accumulated surplus is projected to increase from approximately \$14.9 million in 2021 to approximately \$29.4 million by 2026.
  - The operating surplus ratio is projected to increase from approximately 58% in 2021 to 59% in 2026
  - The cash position is projected to increase from \$6.1 million in 2022 to \$6.9 million in 2026.

These indicate that the financial outlook for the wastewater system over the 6-year period 2021 to 2026 is excellent.

The following are the main recommendations resulting from the O. Reg 453.07 water system and wastewater financial plans:

3. That the O.Reg. 453/07 Water System Financial Plan No. 113-301A including the Financial Statements contained herein be approved by Council and submitted to the Province of Ontario in accordance with the Drinking Water System License renewal requirements and O. Reg. 453/07.
4. That the Wastewater System Financial Plan including the Financial Statements contained herein be received by Council.
5. That a copy of the Water Financial Plan No. 113-301A and the Wastewater Financial Plan be posted on the Township's website and made available to the public at no charge.

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## **Appendix A**

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### **Requirements of O. Reg. 453/07**

| Requirements |                                                                                                                              |                                                                                                                                                                                                                                                                                        | How Requirements are Met                                                                                                                                                                                                   |
|--------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.           | The financial plans must be approved by a resolution that is passed by,                                                      |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                            |
|              | i.                                                                                                                           | The council of the municipality, if the owner of the drinking water system is a municipality.                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>It is expected the Council will approve the Updated Financial Plan prior to November 19 2020 (6 months prior to the expiry of the drinking water licence – May 19, 2021)</li> </ul> |
|              | ii.                                                                                                                          | The governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.                                                                                                                                                             | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                      |
| 2.           | The financial plans must apply to a period of at least six years.                                                            |                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Applies for 6 years from 2021 to 2026 inclusive.</li> </ul>                                                                                                                         |
| 3.           | The first year to which the financial plans must apply must be the year determined in accordance with the following rules:   |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                            |
|              | i.                                                                                                                           | If the financial plans are required by subsection 2, the first year to which the financial plans must apply must be the year in which the drinking water system's existing municipal drinking water licence would otherwise expire.                                                    | <ul style="list-style-type: none"> <li>The licence expires in 2021 for the water systems (No. 113-301A). Therefore, the first year of the Updated Financial Plan is 2021</li> </ul>                                        |
|              | ii.                                                                                                                          | If the financial plans are required by a condition that was included in a municipal drinking water licence under subsection 1 (3), the first year to which the financial plans must apply must be the later of 2010 and the year in which the first licence for the system was issued. | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                      |
| 4.           | Subject to subsection (2), for each year to which the financial plans apply, the financial plans must include the following: |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                            |
|              | i.                                                                                                                           | Details of the proposed or projected financial position of the drinking water system itemized by:                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>See Statement of Financial Position for all water systems combined in Financial Plan.</li> </ul>                                                                                    |
|              |                                                                                                                              | a. Total financial assets                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>See Statement of Financial Position for all water systems combined in Financial Plan.</li> </ul>                                                                                    |
|              |                                                                                                                              | b. Total liabilities                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>See Statement of Financial Position for all water systems combined in Financial Plan.</li> </ul>                                                                                    |
|              |                                                                                                                              | c. Net financial assets (debt)                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>See Statement of Financial Position for all water systems combined in Financial Plan.</li> </ul>                                                                                    |
|              |                                                                                                                              | d. Non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses.                                                                                                                                    | <ul style="list-style-type: none"> <li>See Statement of Financial Position for all water systems combined in Financial Plan. TCA Projections in Financial Plan.</li> </ul>                                                 |

|    |                                              |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                      |
|----|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                              | e. Changes in tangible capital assets that are additions, donations, write downs and disposals.                                                                                                                                                                             | <ul style="list-style-type: none"> <li>See Statement of Financial Position for all water systems combined in Financial Plan. TCA Projections in Financial Plan.</li> </ul>                                                                                                                           |
|    | ii.                                          | Details of the proposed or projected financial operations of the drinking water system itemized by,                                                                                                                                                                         | <ul style="list-style-type: none"> <li>See Statement of Operations for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                      |
|    |                                              | a. Total revenues, further itemized by water rates, user charges and other revenues.                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>See Statement of Operations for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                      |
|    |                                              | b. Total expenses, further itemized by amortization expenses, interest expenses and other expenses                                                                                                                                                                          | <ul style="list-style-type: none"> <li>See Statement of Operations for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                      |
|    |                                              | c. Annual surplus or deficit, and                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>See Statement of Operations for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                      |
|    |                                              | d. Accumulated surplus or deficit                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>See Statement of Operations for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                      |
|    | iii.                                         | Details of the drinking water system's proposed or projected gross cash receipts and gross cash payments itemized by,                                                                                                                                                       | <ul style="list-style-type: none"> <li>See Statement of Cash Flow for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                       |
|    |                                              | a. Operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges, - done in full cost report                                                                                                                            | <ul style="list-style-type: none"> <li>See Statement of Cash Flow for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                       |
|    |                                              | b. Capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,                                                                                                                                                   | <ul style="list-style-type: none"> <li>See Statement of Cash Flow for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                       |
|    |                                              | c. Investing transactions that are acquisitions and disposal of investments,                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>See Statement of Cash Flow for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                       |
|    |                                              | d. Financing transactions that are proceeds from the issuance of debt and debt repayment.                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>See Statement of Cash Flow for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                       |
|    |                                              | e. Changes in cash and cash equivalents during the year,                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>See Statement of Cash Flow for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                       |
|    |                                              | f. Cash and cash equivalents at the beginning and end of the year.                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>See Statement of Cash Flow for all water systems combined in Financial Plan.</li> </ul>                                                                                                                                                                       |
|    | iv.                                          | Details of the extent to which the information described in subparagraphs i, ii and iii relates directly to the replacement of lead service pipes as defined in section 15.1- 3 of Schedule 15.1 to Ontario Regulation 170/03 (Drinking Water Systems), made under the Act. | <ul style="list-style-type: none"> <li>There is no dedicated lead service pipe removal program in place. If lead pipe is discovered during normal operations, it is replaced accordingly. Therefore, there are no significant material financial costs associated with lead pipe removal.</li> </ul> |
| 5. | The owner of the drinking water system must. |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                      |
|    | i.                                           | Make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,                                                                                                                                        | <ul style="list-style-type: none"> <li>This will be done by the municipality following Council approval.</li> </ul>                                                                                                                                                                                  |

|    |      |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                             |
|----|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | ii.  | Make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet,                                                                                                                      | <ul style="list-style-type: none"> <li>The Financial Plan will be posted on the municipality's website and made available for public review at no charge.</li> </ul>                                                                                        |
|    | iii. | Provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system. | <ul style="list-style-type: none"> <li>A notice will be issued following Council approval.</li> </ul>                                                                                                                                                       |
| 6. |      | The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 3 (1).                                                                                                                             | <ul style="list-style-type: none"> <li>Will be submitted following Council approval.</li> </ul>                                                                                                                                                             |
|    |      | Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared.                                                                                                        | <ul style="list-style-type: none"> <li>The Financial Plan was prepared using available information at the time of preparation and may not contain all desired items. Reasonable assumptions were made and these are noted in the Financial Plan.</li> </ul> |
|    | 1.   | Sub-subparagraphs 4 i A, B and C of subsection (1).                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>The Financial Plan was prepared using available information at the time of preparation and may not contain all desired items. Reasonable assumptions were made and these are noted in the Financial Plan.</li> </ul> |
|    | 2.   | Sub-subparagraphs 4 iii A, C, E and F of subsection (1). O. Reg. 453/07, s. 3 (2).                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>The Financial Plan was prepared using available information at the time of preparation and may not contain all desired items. Reasonable assumptions were made and these are noted in the Financial Plan.</li> </ul> |



## WELLINGTON NORTH

SEMPER PORRO

# Staff Report

**To:** Mayor and Members of Council Meeting of October 26, 2020

**From:** Karren Wallace, Director of Legislative Services/Clerk

**Subject:** CLK 2020-019 Closed Meeting Investigator

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report CLK 2020-019 being a report on the appointment of a Closed Meeting Investigator;

**AND FURTHER THAT** Council endorses using the Ontario Ombudsman as the Closed Meeting Investigator;

**AND FURTHER THAT** By-law 005-19 being a By-law to approve the appointment of John Maddox as meeting investigator be repealed.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report CLK 2018-056 being a report on the Closed Meeting Investigator  
 Report CLK 2017-045 being a report on the Closed Meeting Investigator  
 Report CLK 2016-079 being a report on the Closed Meeting Investigator  
 Report CLK 002-2015 being a report on the Closed Meeting Investigator

### BACKGROUND

Mr. John Maddox, Closed Meeting Investigator for the Township of Wellington North has advised that he is retiring at the end of this year. Mr. Maddox has been retained since 2015. Mr. Maddox is also the Investigator for six of our member municipalities: Centre Wellington, Erin, Guelph/Eramosa, Minto, Puslinch and the County of Wellington.

The Municipal Act, 2001 (the Act) allows for any person to request that an investigation be undertaken respecting whether a municipality, local board, or a committee of either, has complied with the closed meeting rules contained within section 239 of the Act.

Section 239.2 of the Act provides the authority to allow a municipality to appoint an investigator who has the function to investigate any closed meeting complaint in an independent manner.

If a municipality has not appointed an investigator, the Ontario Ombudsman has authority to investigate complaints about closed meetings as the default investigator. The Ombudsman's

investigations are conducted at no cost to those who complain or to municipalities or local boards.

Currently the County of Wellington pays an annual retainer to Mr. Maddox of \$2800 representing \$1,000 for the County and \$300 for each member municipality participating in the joint agreement. Pursuant to the agreement, should an investigation be required, the relevant municipality pays the hourly fee of \$100 plus reasonable receipted expenses and mileage.

The Ombudsman's Annual Report notes the number of complaints received by the Ombudsman has trended to a record low, and the number of municipalities using the Ombudsman has reached a record peak of 239 municipalities. The Ombudsman's office has confirmed a dedicated "Open Meetings Team" to handle closed meeting complaints. As provided in the annual report, the work of the Ombudsman involves receiving and assessing complaints in an impartial manner and resolving them informally wherever possible. The Ombudsman does not advocate for complainants and undertake investigations only when matters cannot be otherwise resolved.

Whether the municipality has an independent investigator or the Ombudsman, if the municipality is found to be in violation of the open meeting rules, the municipality would make the report public, and Council would pass a resolution setting out how it intends to address the report. Recommendations made by either an independent investigator or the Ombudsman are not binding and it is up to the municipality to decide any future course of action.

Wellington County Clerks have discussed whether to continue to appoint an investigator or to default to the Ombudsman. As the legislation has been in effect for some time now, and given the low trend of complaints, the recommendation is to default to the Ombudsman.

### FINANCIAL CONSIDERATIONS

There is no financial impact in receiving this report or adopting the recommendation.

### ATTACHMENTS

### STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

|                        |                                                     |                       |
|------------------------|-----------------------------------------------------|-----------------------|
| <b>Prepared By:</b>    | Karren Wallace, Director Legislative Services/Clerk | <i>Karren Wallace</i> |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer        | <i>Michael Givens</i> |





# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of October 26, 2020

**From:** Karren Wallace, Director of Legislative Services/Clerk

**Subject:** CLK 2020-020 Drainage Information Report

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report CLK 2020-020 being a report on Drainage Information;

**AND FURTHER THAT** Council authorizes the Clerk to update and amend the pamphlet from time to time.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Post Subdivision Approval Drainage Inspection Policy 006-20

### BACKGROUND

Drainage can be complex matter between property owners, developers and municipal governments. Drainage is governed through a myriad of case law, legislation, regulation and contract law, depending on the issue.

In an attempt to assist the public with questions, staff have drafted a pamphlet with frequently asked questions, scenarios and advice on where to seek assistance.

### FINANCIAL CONSIDERATIONS

There is no financial impact in receiving this report or adopting the recommendation.

### ATTACHMENTS

Schedule A – information pamphlet

### STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

|                        |                                                     |                       |
|------------------------|-----------------------------------------------------|-----------------------|
| <b>Prepared By:</b>    | Karren Wallace, Director Legislative Services/Clerk | <i>Karren Wallace</i> |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer        | <i>Michael Givens</i> |

## TYPES OF DRAINS

### MUNICIPAL DRAIN

A municipal drain is created pursuant to a bylaw passed by the local municipality under the Drainage Act. The municipality is responsible for the construction of the drainage system and future maintenance and repair. Costs are shared by the property owners in the watershed of the drain.

### MUTUAL AGREEMENT DRAIN

A mutual agreement drain is between two or more property owners and is registered on property title. Construction, maintenance repair are the responsibility of the property owners, as detailed in the agreement.

### HISTORICAL AWARD DRAINS:

When two or more landowners agree to construct, repair and maintain a drain. Enforcement of the agreement is between the parties

## DRAINAGE QUESTIONS (OMAFRA website)

1. My neighbour's land is higher than mine can she/he discharge water on my land?
2. Can my neighbour dump the discharge from eavestroughs on my land?
3. Do I have to let my neighbour run her/his tile into my tile drainage system?
4. Do I have to let my neighbour run her/his tile across my place to a sufficient outlet?
5. Can my neighbour force me to take down my trees on my side of our property line because he says their roots are plugging his tile drains?
6. Can I take logs and debris out of a natural watercourse adjacent to my property to get the water moving?

### ANSWERS :

<http://www.omafra.gov.on.ca/english/engineer/facts/98-015.htm>



**WELLINGTON NORTH**  
SEMPER PORRO

## Drainage



When a new home is constructed, it is essential that the lot be graded properly to ensure that surface drainage is directed away from the building and does not cause problems or damage to neighbouring properties.

The Ontario Building Code sets out the requirements for lot grading and drainage etc. during construction.

Generally surface water may not be collected & discharged onto a neighbouring property, including water from eavestroughs, tile drainage, sump pump discharge, rain barrels, water hoses, ditches, etc.

If you believe a neighbour is collecting and discharging surface water onto your property, please seek a legal opinion as to your options.

If someone in a subdivision has altered drainage paths and now water pools on your property :

- Contact your lawyer to see if there are restrictive covenants registered on title that apply to the development
- Wellington North will enforce drainage, one year after acceptance of the final grading certificate (Policy 006-20)
- If there are no restrictive covenants or it is past the time when the municipality will investigate, you could
  - Petition for a municipal drain or
  - Seek a legal opinion as to your options.

## CONTACTS :

TOWNSHIP OF WELLINGTON NORTH  
 Karren Wallace, Clerk  
 7490 Sideroad 7 W  
 P.O. Box 125  
 Kenilworth, ON N0G 2E0  
[kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)  
 Ph) 519-848-3620 ext 4227

K. SMART ASSOCIATES LIMITED  
 85 McIntyre Drive  
 Kitchener, Ontario, N2R 1H6  
 Neal Morris, Engineer  
 Garth Noecker, Drainage  
 Superintendent  
 Ph) 519-748-1199

ONTARIO MINISTRY AGRICULTURE  
 FOOD AND RURAL AFFAIRS (OMAFRA)  
 1 Stone Road West,  
 Guelph, ON N1G 4Y2  
 519-826-3100  
<http://www.omafra.gov.on.ca/english/landuse/drainage.htm>



**Mayor Andy Lennox,  
Township Of Wellington North  
Kenilworth On. N0G 2E0**

**October 8, 2020**

**Dear Mayor Lennox,**

**On Behalf of The Royal Canadian Legion BR.134, Mount Forest we are requesting permission to distribute poppies in the above noted town within your jurisdiction. It will begin on Friday October 30, 2020 and end on Wednesday November 11, 2020.**

**It is requested that a proclamation be made declaring "November 11<sup>th</sup> 2020 as Remembrance Day". We will be having a modified Remembrance Day service at the Cenotaph. There will be no parade from the Legion to the Cenotaph this year.**

**We will be following Covid 19 protocols.**

**We look forward to receiving your reply at your earliest convenience.**

**Respectfully submitted;**

**Comrade Ken Thompson  
Poppy Chairman  
Royal Canadian Legion  
Br. #134 Mount Forest Ontario  
Branch 519-323-1570  
mseop26@hotmail.com**

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

**BY-LAW NUMBER 089-20**

**BEING A BY-LAW TO AUTHORIZE A BOUNDARY ROAD  
AGREEMENT BETWEEN THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH AND THE TOWNSHIP OF  
MAPLETON**

**WHEREAS** the Corporation of the Township of Wellington North and the Corporation of the Township of Mapleton have agreed to enter into a Boundary Road Agreement.

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

1. The Corporation shall enter into a Boundary Road Agreement in substantially the same form as the agreement attached hereto as Schedule A.
2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the said Agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 26TH DAY OF OCTOBER, 2020.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

## BOUNDARY ROAD AGREEMENT

THIS AGREEMENT made in duplicate this                      day of                      , 2020

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
hereinafter referred to as "Wellington North"

OF THE FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF MAPLETON  
hereinafter referred to as "Mapleton"

OF THE SECOND PART

WHEREAS the parties to this agreement are adjoining municipalities and are desirous of entering into an agreement under the provision of the Section 29.1 (1) of the Municipal Act, 2001 and amendments thereto dealing with the maintenance and repair of boundary highways between such municipalities.

AND WHEREAS pursuant to subsection 29.1 (2) of the Municipal Act, 2001, each municipality has jurisdiction over that part of the highway that it has agreed to keep in repair and is liable for any damages that arise from the failure to keep the highway in repair and the other municipality is relieved from all liability in respect of the repair of that part.

NOWHEREFORE in consideration of the premises, covenants and promises hereinafter expressed, the parties hereto agree each with the other as follows:

### DEFINITIONS

1. In this by-law:

*Highway*..means a common or public highway, any part of which is intended for or used by the public for the passage of vehicles and pedestrians and includes the areas between the lateral property lines thereof.

*Joint Jurisdiction*.. means the local municipalities on either side of a boundary line between municipalities have joint jurisdiction over any highway or bridge forming the boundary line.

*Minimum Maintenance Standards..* means the standard(s) as adopted by the council of the municipality for repair of a highway. (see Municipal Act Ontario Regulation 239/02)

*Roadway..* means that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.

*Routine maintenance..* means those activities completed in the maintenance and repair of a highway. Routine maintenance and repair of a highway may include but not be limited to those activities listed below:

- *hardtop surface maintenance* includes frost heave repair; base repair; utility cut repair; hot and cold mix patching; shoulder maintenance; surface maintenance including crack sealing, slurry sealing and spray patching; surface sweeping; surface flushing and; routine patrolling.
- *winter control* includes snowplowing, combination plowing/ice control, ice control, winging back, snow fencing, snow removal, standby, winter patrol, spring clean-up,
- *traffic operations* includes pavement markings, illumination, signals, signs, safety devices,
- *roadside* includes vegetation management including roadside mowing, weed control, tree planting & removal, tree trimming;
- *stormwater management* includes roadside ditching; entrance culvert maintenance; maintenance of storm sewers and catchbasins and; inspections.

*Shoulder..* means the area adjacent to a roadway, where there is no curb, that may be paved or unpaved.

2. Where words or phrases used in this by-law are defined in the Municipal Act but not defined by this by-law, the definitions of the Municipal Act shall apply to such words and phrases.

## INTERPRETATION

Where there is any conflict between the provisions of this by-law and the provisions of the Municipal Act, 2001 as amended, the provisions of the Municipal Act, 2001 shall prevail.

## MAINTENANCE AND REPAIR OF HIGHWAYS

1. Wellington North hereby covenants and agrees to maintain and keep in good repair, those highways listed in Schedule "A" Part A by meeting or exceeding the "Minimum Maintenance Standards for Municipal Roads", for the whole width of those highways listed.
2. Mapleton hereby covenants and agrees to maintain and keep in repair, those highways listed in Schedule "A" Part B by meeting or exceeding the "Minimum Maintenance Standards for Municipal Roads" for the whole width of those highways listed.

## GENERAL

1. Wellington North and Mapleton shall share equally all expenses connected with any new construction or major maintenance work (as distinguished from routine maintenance) carried out for all highways listed in Schedule "A".
2. Each party will invoice the other as necessary for its share of the expenditures related to new construction or major maintenance work carried out on those highways listed in Schedule "A" and as determined in accordance with paragraph 3 of the GENERAL section of this agreement and the party being invoiced shall pay the amount invoiced within thirty (30) days of receipt of such invoice.
3. No new construction or major maintenance work (as distinguished from routine maintenance) of any kind on highways shall commence or be charged by one party to this agreement to the other unless such construction or major maintenance work has first been approved by the Councils of both municipalities.
4. The party to this agreement doing the work shall indemnify and save harmless the other party from all claims for loss or damages arising from the want of repair of said the highway assigned in the MAINTENANCE AND REPAIR OF HIGHWAYS section to this agreement.
5. This agreement comes into force on the day of its signing by both parties hereto authorized by by-law and shall continue in force for a period of ten (10) years therefrom and may be renewed at the end of such terms by a further by-law of both parties to this agreement.
6. No amendment or variation to this Agreement or of any of the terms hereof shall be binding upon the parties hereto, unless the same is in writing and authorized by further by-law of both parties to this Agreement and signed by all parties hereto.



IN WITNESS WHEREOF the Corporate Seals of each of the parties hereto have been affixed duly attested by the respective officers authorized in that behalf

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Per \_\_\_\_\_  
Andrew Lennox, Mayor

Per \_\_\_\_\_  
Karren Wallace, Clerk

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

Per \_\_\_\_\_  
Gregg Davidson, Mayor

Per \_\_\_\_\_  
Manny Baron Chief Administrative Officer

## Schedule "A"

### Part "A"

Highway known as Jones Baseline in the former Township of Peel. The section of this highway to be maintained by Wellington North extends from Sideroad #25 going north to Sideroad #9. Sideroad #9 from Jones Baseline going west to Highway #6.

### Part "B"

Highway known as the Eighteenth Line in the former Township of Peel. The section of this highway to be maintained by Mapleton extends from Sideroad #17 going east to Sideroad #18. Mapleton will also maintain Sideroad #17 going north from the Eighteenth Line to County Road #109 and Sideroad #18 from the Eighteenth Line going north to Highway #6.

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

**BY-LAW NUMBER 090-20**

**BEING A BY-LAW TO REPEAL BY-LAW 005-19 BEING A BY-LAW  
TO APPROVE THE APPOINTMENT OF JOHN MADDOX AS  
MEETING INVESTIGATOR**

**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 005-19 being a By-law to appoint John Maddox as the Closed Meeting Investigator for the Township of Wellington North;
2. THAT By-law Number 005-19 be hereby repealed on the passage of this by-law.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 26TH DAY OF OCTOBER, 2020.***

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 091-20**

**BEING A BY-LAW TO AUTHORIZE A MODEL HOME AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AND 2073022 ONTARIO INC. AND PINESTONE HOMES LTD.**

**WHEREAS** the Corporation of the Township of Wellington North and 2073022 ONTARIO INC. and PINESTONE HOMES LTD. have agreed to enter into a Model Home Agreement.

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

1. The Corporation shall enter into a Model Home Agreement in substantially the same form as the agreement attached hereto as Schedule A.
2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the said Agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 26TH DAY OF OCTOBER, 2020.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

**MODEL HOME AGREEMENT**

**THIS AGREEMENT made this 20<sup>th</sup> day of October, 2020.**

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**(the “Township”)**

**- and -**

**2073022 ONTARIO INC.**  
**(the “Developer”)**

**- and -**

**PINESTONE HOMES LTD.**  
**(the “Builder”)**

**WHEREAS:**

- A. the Developer is the owner of the lands described in Schedule “A” (the “Development Lands”);
- B. the Developer has received from the County of Wellington and Land Division Committee approval for Phase 3 of the Eastridge Landing subdivision pursuant to the County of Wellington Notice of Draft Approval dated April 5, 2016 being the Development Lands, subject to the conditions of approval;
- C. the Builder wishes to construct a model home on Lot 1 of the Development Lands; and,
- D. the Township requires this Agreement to be entered into as a condition precedent to the issuance of conditional building permits for the model home pursuant to the provisions of Section 8(3) of the *Building Code Act, 1992*.

**NOW THEREFORE** in consideration of the premises and terms contained herein and other good a valuable consideration, the receipt and sufficiency of which is hereby acknowledge, the parties agree as follows:

- 1. The parties confirm and agree that the foregoing recitals are true, both in substance and in fact.
- 2. The Builder hereby agrees:
  - a. to assume all risks as a result of commencing construction of the model homes prior to:
    - i. approval of final engineering drawings for the plan of subdivision by the

Township's Engineer;

- ii. execution of a subdivision agreement;
  - iii. registration of the plan of subdivision; and,
  - iv. obtaining any approvals of provincial authorities which are applicable to the issuance of a building permit under the *Building Code Act, 1992*;
- b. that the model home will be constructed solely for the purpose of public viewing and promotion, and that no part of the buildings shall be occupied for residential purposes and no water, sanitary sewer or storm sewer connection shall be made until all the requirements of section 3 below have been met;
  - c. that the model home shall be constructed in accordance with all plans approved by the Township's Chief Building Official and any other conditions forming part of the conditional building permit issued for the model homes;
  - d. that the model home will be constructed in conformity with the engineering drawings and grading and servicing requirements for the proposed plan of subdivision as approved by the Township's Engineer;
  - e. that only one (1) model home may be constructed on the Development Lands;
  - f. to arrange and comply with all mandatory building inspections required by the Township;
  - g. to provide and maintain at all times from the time construction first commences, unobstructed access to the model home for fire department vehicles and, without limiting its generality, such access route shall have a minimum width of 6 meters, a center turning line radius of 12 meters and be capable of supporting fire department vehicles;
  - h. that prior to the start of construction of a model home, the sum of \$2,500.00 per model home will be deposited with the Township in cash or a letter of credit issued by a Canadian chartered bank as security for the cost of demolition and removal of the model home and the costs to clear all debris or refuse and to grade, seed and level the Development Lands following any such demolition and for the costs to rectify any unsafe site conditions, and upon application being made for a final building permit for the model home, as security for the Developer's obligations as set out in the Requirements for Building Permits in the Subdivision Agreement;
  - i. that all conditions of the conditional building permit issued by the Municipality will be met;
  - j. to ensure that no construction material or debris associated with the construction of the model home will be stored or allowed to accumulate on any public road;
  - k. to stop all construction and secure the site from public access if the Chief Building Official, acting reasonably, advises in writing that an impediment exists to prevent the lawful or safe continuation of construction or use;

- l. that the Township is not, by reason of issuing any conditional permit on the Development Lands, under any obligation to issue a final permit for the complete building and any service connections to it;
  - m. to obtain final approval of the plan of subdivision within one hundred and twenty (120) days of the date of this Agreement and to obtain all approvals required under the Subdivision Agreement and s.8(2) of the *Building Code Act, 1992* for the issuance of a final building permit for the model home within a further ninety (90) days from the date of registration of the plan of subdivision; and,
  - n. to provide the Township with proof of insurance prior to starting construction of the model home, in the same form and amount of insurance required by the Township under its standard subdivision agreement.
3. The Owner hereby agrees that no part of the model homes shall be occupied for residential purposes and no service connections shall be made until after;
  - a. the final plan of subdivision and the subdivision agreement have been registered against the Development Lands;
  - b. all water supply, sanitary sewer and storm sewer servicing for the plan of subdivision is complete, inspected, operational and approved for use by the Township;
  - c. all Requirements for Building Permits under the subdivision agreement have been fully complied with;
  - d. a building permit has been issued under s.8(2) of the *Building Code Act, 1992*; and,
  - e. a satisfactory final building inspection of the model homes has been made by the Municipality under the authority of the Ontario Building Code, as amended from time to time.
4. If, upon review of final approved engineering drawings for the plan of subdivision, the Township's Engineer, acting reasonably, determines that alterations or reconstruction to any model home or part of a model home or any part of the subdivision lands on which a model home has been constructed under this Agreement are required, the Builder and Developer agree to assume full responsibility for completing such alterations or reconstruction at its own expense.
5. The Builder and Developer acknowledge that the Township is not under any obligation to provide further approvals or permits relating to servicing or structures of any kind on the Development Lands by reason of the issuance of any conditional building permits for any model home.
6. The Builder and Developer hereby release and forever discharges the Township from any and all claims or actions of any kind which it or its successors or assigns may have arising out of the Township exercising any of its rights not to issue subsequent approvals for the

model home, or to demolish and remove the model homes and debris and to grade the Development Lands as set out under this Agreement.

7. The Builder hereby indemnifies and saves the Township harmless against all actions, causes of action, suits, claims, demands and costs whatsoever arising by reason of any matters under this Agreement
8. If either one or more of the Township's Engineer, Fire Chief or Chief Building Official, acting reasonably, determines that the model home constitutes a danger to the health or safety of any person, then, the Township may, upon 10 days prior written notice to the Builder and the Developer, enter onto the Development Lands and the Township may, in its sole discretion, demolish such model home, remove it, including the contents thereof, at the Builder's and Developer's expense. The Township shall be entitled to draw on the letter of credit or cash deposit pursuant to section 2.h above of this Agreement to defray any and all expenses incurred by the Township in respect of the demolition or removal of the model home, the removal and storage of the contents thereof, and such reasonable administrative fee as may be determined by the Township. The parties agree that the foregoing provisions shall be in addition to, and shall in no way limit any lien the Township may have for amounts spent or its right to add the amount owing to the collector's roll for the Development Lands and to collect it in the same manner and priority as municipal taxes in accordance with section 8(7) of the *Building Code Act, 1992*.
9. The Developer consents to the registration of this agreement by the Municipality against the title to the Development Lands.
10. Upon registration of the plan of subdivision and the subdivision agreement on title to the Development Lands and provided the Developer has complied with all of its obligations under the subdivision agreement and this agreement, the Township agrees to forthwith execute and register a release of this agreement from title to that portion of the Development Lands within the plan of subdivision for which no conditional building permit for a model home has been issued. In respect of those lands within the plan of subdivision for which a conditional building permit was issued prior to registration of the plan of subdivision, the Township agrees to execute and register a release of this agreement, upon a final building permit for those lands being issued.
11. The Owner covenants and agrees to pay all costs incurred by the Township to prepare and register this Agreement or any release of this Agreement against title to the Lands.
12. For the purposes of this Agreement, any notices required, or desired to be given shall be in writing and shall be personally delivered by courier or by registered mail or by facsimile transmission.
13. Any notice shall be deemed to have been given and received on the next business day (excluding Saturday, Sunday and Statutory Holiday) following the date of personal delivery by courier or by registered mail or the date (of facsimile transmission, and provided further that where telefaxing is utilized, a confirmation of the transmission is produced or issued at the time of the facsimile transmission to the intended party.
14. The parties agree that the Township has the jurisdiction to enter into this agreement



pursuant to the provisions of the *Building Code Act, 1992*, and the Builder and Developer shall not question the jurisdiction of the Township to enter into or enforce any of the terms or provisions of this Agreement, nor question the legality of any portion thereof.

- 15. The Builder and Developer agree that it shall not assign this Agreement without the prior consent of the Township, which consent may be unreasonably withheld
- 16. This agreement shall be binding upon and ensure to the benefit of the parties and their respective successors and assigns.

IN WITNESS WHEREOF this Agreement has been signed by the parties on the date first mentioned above.

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

\_\_\_\_\_  
ANDREW LENNOX – Mayor

\_\_\_\_\_  
KARREN WALLACE, Clerk  
We have authority to bind the corporation.

**2073022 ONTARIO INC.**

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Name, Title  
I/we have the authority to bind the corporation

|                                       |                                                          |
|---------------------------------------|----------------------------------------------------------|
| 2073022 Ontario Inc. Mailing Address: | c/o James Coffey,<br>206 George St., Arthur, ON, N0G 1A0 |
| 2073022 Ontario Inc. Phone Number:    | 519-848-2819                                             |
| 2073022 Ontario Inc. Email Address:   | jcoffey@royallepage.ca                                   |

**PINESTONE HOMES LTD.**

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Name, Title  
I/we have the authority to bind the corporation

|                                       |                                                        |
|---------------------------------------|--------------------------------------------------------|
| Pinestone Homes Ltd. Mailing Address: | c/o Arnold DeBoer,<br>195 Hanlon Creek Blvd., Unit 100 |
| Pinestone Homes Ltd. Phone Number:    | 519-822-3682, Ext. 26                                  |
| Pinestone Homes Ltd. Email Address:   | info@pinestonehomes.ca                                 |

**Schedule “A”**  
**DESCRIPTION OF THE DEVELOPMENT LANDS**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

LOTS 118, 119, 120 & 121, PTS LTS 110 TO 113, 122, 169 & 170, PT LORNE AVENUE CLOSED BY BY-LAW NO. 85-06 REGISTERED AS WC154205 AND PT 16.5 FOOT RESERVE SOUTH OF LORNE AVENUE, CHADWICK AND ANDERSON'S SURVEY PL 120, AND PT LOT 1 CONCESSION 1 WEST LUTHER BEING PTS 3 & 4, 61R10568; S/T EASEMENT OVER PT 3, 61R10568 AS IN DN18520 (RON103898); TOWNSHIP OF WELLINGTON NORTH

PIN: 71104-0573

LRO #61

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

**BY-LAW NUMBER 092-20**

**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  
OCTOBER 26, 2020**

**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 October 26, 2020 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 OCTOBER, 2020.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**