

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – NOVEMBER 9, 2020 AT 7:00 P.M.  
CLOSED SESSION TO FOLLOW OPEN SESSION  
VIA WEB CONFERENCING**

**HOW TO JOIN**

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**PAGE  
NUMBER**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

*THAT the Agenda for the November 9, 2020 Regular Meeting of Council be accepted and passed.*

**DISCLOSURE OF PECUNIARY INTEREST**

**COUNTY COUNCIL UPDATE**

Campbell Cork, County of Wellington Councillor, Ward 3

**PRESENTATIONS**

- |   |     |
|---|-----|
| 1. Hurania Melgar, Emergency Manager/CEMC                               |     |
| • Report EM2020-002 – 2020 Annual Emergency Management Programme Report | 001 |
| 2. Adam McNabb, Director of Finance                                     |     |
| • 2021 Budget Overview  | 012 |

**RECESS TO MOVE INTO PUBLIC MEETING**

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North recess the November 9, 2020 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:*

- *Harry John Mulder*
- *John and Mary Beth Van Veen*

**RESUME REGULAR MEETING OF COUNCIL**

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North resume the November 9, 2020 Regular Meeting of Council.*

## PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 095-20 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. (Part Lot 3, Concession 6, geographic Township of West Luther, 8131 Line 6 – Harry John Mulder) 042

Recommendation:

*THAT By-law Number 095-20 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.*

- b. By-law Number 097-20 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. (Part Lot 13, Concession 14 S with a civic address of 9569 Sideroad 13 - John and Mary Beth Van Veen) 045

Recommendation:

*THAT By-law Number 097-20 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. (Part Lot 13, Concession 14 S with a civic address of 9569 Sideroad 13 - John and Mary Beth Van Veen)*

## ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Special Meeting of Council, October 26, 2020 049
2. Regular Meeting of Council, October 26, 2020 051

Recommendation:

*THAT the minutes of the Special Meeting of Council and the Regular Meeting of Council held on October 26, 2020 be adopted as circulated.*

## BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

### DEPUTATIONS

1. Dr. Stephanie Sobek-Swant and Dr. Tom Woodcock  
rare Charitable Research Reserve  
• rare's Land Securement Strategy 060

## ITEMS FOR CONSIDERATION

1. MINUTES
- a. Grand River Conservation Authority  
• Summary of the General Membership Meeting, October 23, 2020 075  
• 2021 Board Meeting Schedule 076

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Membership Meeting held on October 23, 2020 and the 2021 Board Meeting Schedule.*

- b. Arthur Chamber of Commerce Directors Meeting, October 14, 2020 077

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Chamber of Commerce Directors Meeting held on October 14, 2020.*

- c. Mount Forest Business Improvement Association, October 20, 2020 081

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association meeting held on October 20, 2020.*

- d. Wellington North Cultural Roundtable, October 22, 2020 083

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable meeting held on October 22, 2020.*

- e. Recreation, Parks & Leisure Committee, November 3, 2020 087

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks & Leisure Committee meeting held on November 3, 2020.*

*THAT the Council of the Corporation of the Township of Wellington North approve the following project for submission to the ICIP COVID-19 Stream as recommended by the Recreation, Parks & Leisure Committee:*

- A. Front Entrance and Change Room / Hallway Upgrades at the Arthur and Area Community Centre; and*
- B. Trail Upgrades to Support Active Transportation;*

*AND FURTHER THAT Council acknowledge that these projects, if approved through the ICIP COVID-19 stream may require Township financial contribution, as recommended by the Recreation, Parks & Leisure Committee.*

*THAT the Council of the Corporation of the Township of Wellington North appoint Larissa Lamont as a member of the Mount Forest Aquatics Ad-Hoc Advisory Committee, as recommended by the Recreation, Parks & Leisure Committee.*

## 2. PLANNING

- a. Report DC 2020-029, Consent Application B76-20 David, Margaret & Roger McAlister 090

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive DC Report 2020-029 being a report on Consent Application (Severance) B76-20 known as Part Lot 18, Concession 2 in the former Township of West Luther.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B76-20 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 enter into an agreement apportioning future maintenance costs on the Mainland Municipal Drain; and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain.*
- *THAT driveway access can be provided to the retained lands to the satisfaction of the local municipality; and*
- *THAT the retained lands be rezoned to restrict the residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department.*

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

b. Report DC 2020-030, Consent Application B78-20 Hewvilla Farms Inc.

094

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive DC Report 2020-030 being a report on Consent Application (Severance) B78-20 known as Part Lot 3, Concession EOSR, Divisions 3 & 4 in the former Township of Arthur.*

*AND FURTHER THAT the Council of the Township of Wellington North does not support consent application B78-20 as presented;*

*AND FURTHER THAT; should the Planning & Land Division Committee approve the consent as proposed on application B78-20, the following matters are to be addressed as conditions of approval:*

- *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 site servicing can be accommodated on the site to the satisfaction of the local municipality;*

- *THAT the retained lands be rezoned to remove the second dwelling permission; and,*
- *THAT the severed lands be rezoned to Agricultural (A) zone.*

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

- c. Report DC 2020-031, Consent Application B79-20 2574574 Ontario Inc. 099  
c/o Brad Wilson

**Recommendation:**

*THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-031 being a report on Consent Application (Severance) B79-20 known as Part Park Lot 3, s/s Wellington St., Plan Town of Mount Forest.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B79-20 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 applicant enters into a development agreement with the local municipality for the servicing of both the severed and retained lands to the satisfaction of the local municipality; and,*
- *THAT safe driveway access is provided to the severed 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.*

- d. Report DC 2020-032, Consent Application B80-20 2574574 Ontario Inc. 103  
c/o Brad Wilson

**Recommendation:**

*THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-032 being a report on Consent Application (Severance) B80-20 known as Part Park Lot 3, s/s Wellington St., Plan Town of Mount Forest.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B80-20 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 applicant enters into a development agreement with the local municipality for the servicing of both the severed and retained lands to the satisfaction of the local municipality; and,*
- *THAT safe driveway access is provided to the severed 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.*

- e. Report DC 2020-033, Consent Application B81-20 2574574 Ontario Inc.  
c/o Brad Wilson

107

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-33 being a report on Consent Application (Severance) B81-20 known as Part Park Lot 3, s/s Wellington St., Plan Town of Mount Forest.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B81-20 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 applicant enters into a development agreement with the local municipality for the servicing of both the severed and retained lands to the satisfaction of the local municipality; and,*
- *THAT safe driveway access is provided to the severed 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.*

3. BUILDING

- a. Report CBO 2020-13 Building Permit Review Period Ending September 30<sup>th</sup>, 2020 111

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-13 being the Building Permit Review for the period ending September 30<sup>th</sup>, 2020.*

- b. Report CBO 2020-14 Building Permit Review Period Ending October 31<sup>st</sup>, 2020 113

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-14 being the Building Permit Review for the period ending October 31<sup>st</sup>, 2020.*

4. ECONOMIC DEVELOPMENT

- a. Report EDO 2020-028 Industrial Land Sale OK Construction 115

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2020-028 being an update on the Industrial Land Sale to OK Construction,  
AND FURTHER THAT Council approve a six-month extension to the start and completion dates for development as contained in the Agreement of Purchase and Sale.*

5. FINANCE

- a. Report TR2020-16 Tax Arrears Update 117

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report TR2020-16 being a report on the status of Tax Arrears.*

6. FIRE

- a. Report DFC 2020-005 Northern Wellington Fire Services Partnership Agreement 119

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report DFC 2020-005 being a report on Northern Wellington Fire Services Partnership Agreement.*

*AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the four-year agreement between Minto and Wellington North for a shared fire services partnership for the term January 1, 2021 to December 31, 2024.*

- b. Wellington North Fire Services, Update June – October 2020 122

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Services Update June – October 2020.*

## 7. OPERATIONS

- a. Report OPS 2020-032 being a report on the Township of Wellington North's Water and Wastewater Rate Study 125

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-032 being a report on the Township of Wellington North's Water and Wastewater Rate Study;*

*AND FURTHER THAT Council approve a 0% rate increase for water and wastewater rates for the fiscal year 2021;*

*AND FURTHER THAT Council direct staff to bring a revised waste and wastewater rate study and O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan to a future meeting of Council for final approval.*

## 8. ADMINISTRATION

- a. Report CAO 2020-008 AMO Board of Directors 2020-2022 127

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2020-008 being a report on AMO Board of Directors 2020-2022;*

*AND FURTHER THAT Council supports Chief Administrative Officer Mike Givens pursuing the Rural Caucus vacancy on the AMO Board of Directors for the term 2020-2022.*

## 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 November 9, 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 078-20 being a Provisional Drain By-law to provide for the repair of the Vos Drainage Works 129

Recommendation:

*THAT By-law Number 078-20 being a Provisional Drain By-law to provide for the repair of the Vos Drainage Works be read a Third time and enacted.*

- b. By-law Number 093-20 being a by-law to authorize the execution of an Agreement for Fire Chief Services between the Corporation of the Town of Minto and the Corporation of the Township of Wellington North 132
- c. By-law Number 096-20 being a by-law to authorize the termination of a Joint Use Agreement between the Corporation of the Township of Wellington North and Upper Grand District School Board (formally the Wellington County Board of Education) 144

Recommendation:

THAT By-law Number 093-20 and 096-20 be read a First, Second and Third time and enacted.

## CULTURAL MOMENT

Remembrance Day 2020, Remembering Nursing Sister Alice Cook 147

## 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;

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at \_\_\_\_:\_\_\_\_ 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;*

1. REPORTS

- a. EDO 2020-030 Municipal Land Wells Street, Arthur
- b. EDO 2020-029 Industrial Land Sale
- c. CAO 2020-009 Joint County/Township Operations Facility - Arthur

d. REVIEW OF CLOSED SESSION MINUTES

- a. October 13, 2020
- b. October 26, 2020 Special Meeting

2. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

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

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2020-030 Municipal Land Wells Street, Arthur;*

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

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2020-029 Industrial Land Sale;*

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

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2020-009 Joint County/Township Operations Facility – Arthur;*

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

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the October 13, 2020 Council Meeting and the October 26, 2020 Special Council Meeting.*

**CONFIRMING BY-LAW**

148

Recommendation:

*THAT By-law Number 098-20 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 November 9, 2020 be read a First, Second and Third time and enacted.*

## ADJOURNMENT

Recommendation:

*THAT the Regular Council meeting of November 9, 2020 be adjourned at \_\_: p.m.*

MEETINGS, NOTICES, ANNOUNCEMENTS		
Arthur Chamber of Commerce Directors Meeting	Tuesday, November 10, 2020	5:30 p.m.
Mount Forest Chamber of Commerce Directors Meeting	Tuesday, November 10, 2020	7:00 p.m.
Mount Forest BIA Annual General Meeting	Tuesday, November 17, 2020	8:00 a.m.
Arthur BIA Annual General Meeting	Wednesday, November 18, 2020	7:30 p.m.
Lie2Lead 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.
Property Standards Committee	Thursday, November 26, 2020	2:00 p.m.
Recreation, Parks and Leisure Committee	Tuesday, December 8, 2020	8:30 a.m.
Regular Council Meeting – via video conference	Monday, December 14, 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**



## Staff Report

**To:** Mayor and Members of Council Meeting of November 9, 2020  
**From:** Hurania Melgar, Emergency Manager/CEMC  
**Subject:** EM2020-002 – 2020 Annual Emergency Management Programme Report

### RECOMMENDATION

**THAT** Council hereby receives report number EM2020-002 – 2020 Annual Emergency Management Programme Report regarding the status of the Township's Emergency Management Programme for 2020 for information.

**AND FURTHER THAT THE** Council of the Township of Wellington North accepts the annual status report of the Township's Emergency Management Programme for 2020.

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

None

### BACKGROUND

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2020.

#### **Program Committee:**

The Township has an Emergency Management Programme Committee (Committee). The Committee met virtually on June 18 to review the Township's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise and Public Education. The minutes from the Committee meeting are attached.

#### **Emergency Response Plan:**

A report and by-law to adopt a new Emergency Response Plan was presented to Council for consideration at the September 14 Council meeting. Council has adopted the new Emergency Response Plan. A copy of the Township's new Emergency Response Plan will be submitted to the Office of the Fire Marshall and Emergency Management.

**Training:**

The required prescribed training for 2020 has not changed from 2018 and 2019. Members of the Township's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

Given the COVID-19 Pandemic this year, additional training was very limited. Emergency Management Staff have been training Control Group members and staff on a new EOC software tool virtually that is now live and available for use by the County and Member Municipalities. The training took place on August 26 and September 10. Training on the software tool is ongoing. A virtual scribe training session took place on September 17.

**Annual Emergency Management Exercise:**

MECG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures. For 2020, municipalities are exempt from this requirement of Regulation 380/04 of the Emergency Management and Civil Protection Act. A copy of the Deputy Minister and Chief of Emergency Management Ontario's memo is attached.

It is recommended that municipalities complete an After Action Report for the Municipality's COVID-19 response. Emergency Management staff have planned a virtual meeting for November 27 with the Township's Control Group.

**Public Education:**

Every municipality's emergency management program must have public education on risks to public safety and on public preparedness for emergencies. During the COVID-19 response, Emergency Management staff worked with our Communications staff and Member Municipal Communications staff to provide targeted education material to residents. Messages were delivered on all platforms including the Wellington Advertiser, local radio stations, our websites and social media. Staff worked closely with WDG Public Health to coordinate messages being delivered. Emergency Management staff connected with 211 and provided specific targeted messages around the services that 211 could offer to residents during the height of the COVID-19 response.

Emergency Preparedness week was May 3 to 9. During the week, information was made available through the County's Social Media page and the County page in the Wellington Advertiser.

Winter Driving Safety information was made available at Car/Tire businesses throughout Wellington County and also on Highway 6 billboard signage between Guelph and Fergus.

The County page in the Wellington Advertiser and the County of Wellington's social media accounts regularly contain emergency preparedness information.

Revised 2020 "Be Better Prepared" Guides were distributed throughout the County in the Wellington Advertiser during the month of June.

As in 2019, in 2020, EM Public Education included the “Do one thing” promotion. Emergency Preparedness messages were available in libraries when open, in The Wellington Advertiser, on the County’s social media, and radio stations.

The following is the list of targeted education plan by month:

January – Make a Plan  
 February - 211  
 March – Floods  
 April – Sheltering  
 May – Emergency Preparedness Week  
 June – Tornadoes  
 July – 72 Hour Kit  
 August – Unique Family Needs  
 September – Be Informed  
 October – Power Outages  
 November – Winter Weather  
 December – Winter Weather

#### **Critical Infrastructure:**

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. Emergency Management staff are in the process of updating the Critical Infrastructure for the Township. Changes will be incorporated into the Common Operating Picture (COP) mapping.

#### **Conclusion:**

The Township of Wellington North has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2020.

<b>FINANCIAL CONSIDERATIONS</b>
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None

<b>ATTACHMENTS</b>
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- Township of Wellington North Emergency Management Programme Committee Minutes- June 18, 2020
- MEMO from the Assistant Deputy Minister and Chief of Emergency Management Ontario

<b>STRATEGIC PLAN 2019 – 2022</b>
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Do the report’s recommendations align with our Strategic Areas of Focus?

☒ Yes                      ☐ No                      ☐ N/A

<b>Prepared By:</b>	Hurania Melgar, Emergency Manager/CEMC	<i>Hurania Melgar</i>
<b>Recommended By:</b>	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



Township of Wellington North  
**Emergency Management Committee Meeting**  
**Virtual Meeting**

June 18, 2020- 1030HRS. (10:30 am)

**MINUTES**

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**Attendees**

**Andy Lennox, Mayor**  
**Mike Givens, CAO**  
**Karren Wallace, Clerk**  
**Matt Aston, Director of Public Works**  
**Linda Dickson, CEMC/ EM Manager**  
**Chris Harrow, Fire Chief**  
**Tasha Grafos, Scribe**  
**Dale Small, Ec. Dev. Officer**  
**Jim Klujber, Wellington North Power**  
**Cathy Conrad, Duty Officer**  
**Adam McNabb, Treasurer**  
**Paul Richardson, Wellington OPP**  
**Heather Lawson, EM Programme Coordinator**

**1. Adoption of Minutes: March 22, 2019**

Motion to approve the minutes from March 22, 2019.

**Moved:** Mike Givens

**Seconded:** Karren Wallace

**Carried.**

**2. Business Arising from Minutes:**

**Alert Ready**

The Alert Ready Program in Ontario allows the Provincial Emergency Operations Centre (PEOC) to issue Broadcast Immediate (BI) alerts to the public. These alerts are issued when there is an immediate threat to life or property and provide the public with protective actions to take. You can find the procedures for Alert Ready in Appendix 15 of the Emergency Operation Procedures. CEMC and Alternate CEMC can initiate the alert to the province if needed.

**Dashboard**

Running list of items from minutes and exercises. Shows what projects are currently in progress, as well as which ones are complete.



**Mitigation Measures (for Ice Storms)** - Roads Departments are currently putting mitigation measures in place. It was noted the Wellington North Power are required to clear power lines.

**Smart Board Instructions** – EM Programme Coordinator to connect with Fire and ensure the instructions are posted within the Mount Forest Fire Station.

**USB for documents** – Sticks will need continual updating. Fire Chief needs a USB stick with documents. Committee discussed re-evaluating who really needs a USB stick. Committee discussed possibly using the EOC software as an alternate avenue for storing EOC documents.

**HIRA** – EM Staff to meet with municipal staff to update specific hazards

WDGPH Terminology – Complete

**Shelter in Place** – Complete

**COP/ Municipal 511 Training** – In progress, hoping to run a virtual COP training sessions in 2020.

**Generators** – Complete. Information now available within the COP mapping system.

**Supplies needed for the Alternate EOC** – in progress

**Tent Cards to be made for Control Group member** – in progress

**System Check to be done in Alternate EOC** – to be done once staff can re-enter municipal buildings (Due to CoVID-19, County staff are not visiting municipalities at this moment)

**Totes for Winter Weather and Shelters** – still needs to be done, looking to have some made for community centres

### **Municipal 511**

Training available if needed.

## **3. 2020 Work Plans:**

### **Essential Maintenance**

Committee interested in notification exercise to ensure all numbers listed are correct. Committee reviewed plan, no changes noted.

### **Enhanced Work Plan**

Municipality interested in Business Continuity Plan from an IT component. EM staff to reach out and discuss.

Committee reviewed plan, no changes noted

## **4. HIRA review and approval**

**Moved by: Adam McNabb**

**Seconded by: Dale Small**

That the HIRA be approved as presented.

**Carried.**

## **5. Emergency Response Plan Review**

Currently in draft form.

### **The following sections have been updated:**

- Emergency Information section done with EIO's
- Financial Section done with Treasurers
- Social Services Section done with Red Cross and Social Services
- Debris Management Section done with SWS

Note this is a public document. EM Manager creating a PowerPoint to highlight changes for programme committees and control groups to review. Plan will be brought to Council for consideration and approval once complete.

## **6. Exercises:**

### **2019 Exercise After Action Report**

Committee reviewed, no changes noted.

### **2020 Exercise Exemption**

Due to CoVID19 response, an exercise exemption form will be filled out and sent to province.

## **7. Public Education Plan for 2020**

Continue to promote the message of being 72 hours prepared. Emergency preparedness messages will go in the Wellington Advertiser throughout 2020 as well as the County's social media pages.

Emergency preparedness week was May 5-11, 2019. Due to CoVID19, EPW events cancelled this year, colouring pages and activity sheets were made available during that week for families to print.

A new Emergency Guide was distributed throughout the County in the Wellington Advertiser for May.

There will be a focus on one message each month this year; however, if there is something occurring in the County additional messages will be put out.

### **Monthly Messages:**

January – Making a Plan

February – 211

March – Flooding

April – Sheltering  
 May – Emergency Preparedness Week  
 June – Tornadoes/ Severe summer weather  
 July- 72 hour kit  
 August – Unique Family Needs  
 September – Be Informed  
 October – Power Outages  
 November – Winter Weather  
 December – Winter Weather

## 8. Training Plan for 2020

Training plan completed every 5 years.

Control Group training sent out to control group members along with a form to fill out once they have completed training.

Provincial courses done in classroom style, currently no virtual option. (Note IMS 100 course can be done online)

**Elected officials course** – Run every 4 years, can run more if needed

**Scribe training** – EM Programme Coordinator will reach out to municipality to see if there is interest from staff, will be done virtually

**First responders specific training** (Interoperability training) – A course ran in February.

**Flood Notification Training** - done in February with the GRCA

**Critical Incident Stress Management Training:** Fire is currently working on this. There is peer support services available to control group members and Emergency Services.

**Municipal511** - Training can be done with staff as needed.

**Common Operation Picture (COP)** - training always available, will have to be done virtually

**eCIS Software training** – 1.5 hour training session with control group members, done by web conference. CEMC's have started to complete training.

Committee supported the training plan for 2020 – 2025.

**Moved by:** Mike Givens

**Seconded by:** Chris Harrow

**Carried.**

## 9. Critical Infrastructure:

Part of the regulated elements EM staff are to provide a detailed list to province.

Critical Infrastructure information is on the COP map.

EM staff will reach out to confirm information within table.

**10. Emergency Operation Centres**

Both EOC's will need to be updated in 2020/2021.

**11. New Business**

**Temporary Emergency Evacuation Procedures**

Evacuations will look different due to CoVID-19. Committee reviewed the guidelines. It was discussed that Red Cross can help with making arrangements with hotels to have individuals evacuated housed. Hotels have agreements with Red Cross; it is good to know how those agreements prior to an incident.

**EOC Software Training**

The County has purchased an EOC software program. It allows control group members to meet virtually as well as start an incident and communicate with all control group members through the software. CEMC's and Alternates to be trained first and then the rest of the control group members will be trained.

**12. Adjournment**

**Minutes done by:** Heather Lawson, EM Programme Coordinator

**Ministry of the Solicitor General****Ministère du Solliciteur général**

Office of the  
Fire Marshal and  
Emergency Management

Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1200

25, rue Morton Shulman  
Toronto ON M7A 1Y6  
Tél.: 647-329-1200

**MEMORANDUM TO:** Ministry Emergency Management Coordinators (MEMC)  
Community Emergency Management Coordinators (CEMC)

**FROM:** Teepu Khawja  
Assistant Deputy Minister & Chief, Emergency Management  
Ontario (EMO)

**DATE:** September 4, 2020

**SUBJECT:** Amendment to Ontario Regulation 380/04 under the  
Emergency Management and Civil Protection Act (EMCPA)

---

I am writing today to confirm an amendment to Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act (EMCPA) which exempts the requirement for ministries and municipalities to conduct an annual emergency exercise in 2020. This amendment takes into consideration the emergency response activities that you, your Ministry Action Groups and Municipal Emergency Control Groups have engaged in this year as a result of the COVID-19 pandemic.

We will continue working with you to ensure your programs meet the other EMCPA requirements for 2020. In the meantime, COVID-19 has provided a unique opportunity to examine current emergency plans and programs and take actions to enhance and improve them for the future. I would encourage each of you to conduct a formal After Action Review to consider the lessons learned from your response to the pandemic and use these lessons to evaluate, develop and evolve your emergency management programs, while continuing to ensure the safety of the people of Ontario.

If you have any questions or concerns about this amendment, or if you require assistance in planning your After Action Review, please contact Chris Pittens at [Chris.Pittens@ontario.ca](mailto:Chris.Pittens@ontario.ca) (for municipalities) or Trevor Sinker at [Trevor.Sinker@ontario.ca](mailto:Trevor.Sinker@ontario.ca) (for ministries).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Teepu Khawja', is positioned above the printed name and title.

Teepu Khawja  
Assistant Deputy Minister & Chief, Emergency Management Ontario  
Office of the Fire Marshal and Emergency Management



# 2021 BUDGET OVERVIEW

November 9, 2020

## 2021 Operating Budget Changes since Meeting of Oct.26'20

- Increased Conservation Authority Levy expectations based on discussion – flat 7% increase
- Decrease in group benefit costs based on revised negotiated rates from our plan administrator – decrease from 10.7% to 4.2% year over year increase
- 2021 OMPF Allocation has been announced and incorporated into the 2021 operating budget for the Township (0.05% reduction over prior year budget vs. 15% in prior iteration)





## Operating Budget Summary Analysis by Segment

### 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
- Updates since prior meeting have been incorporated



## Operating Budget Summary Analysis by Segment (Same Transfers)

### 2021 Budget Summary

FIR Category	2020 Budget	2021 Budget	% Change	Change \$
<b>General Government</b>				
General Government	-1,770,050	-1,638,850	-7.4%	131,200
Other Revenues-				
Supps/Omitts/Writeoffs	-170,416	-167,116	-1.9%	3,300
Council	262,089	265,089	1.1%	3,000
Administration	920,832	984,846	7.0%	64,014
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	922,645	8.6%	73,044
Police/Crossing Guard	53,032	51,282	-3.3%	-1,750
Conservation Authority	161,704	173,006	7.0%	11,302
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	3,122,350	-0.7%	-21,745
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	1,594,306	23.7%	305,749



## Operating Budget Summary Analysis by Segment (Continued)

	2020 Budget	2021 Budget	% Change	Change \$
Planning	116,236	73,031	-37.2%	-43,205
Commercial & Industrial	0	0	0.0%	0
Economic Development	248,580	241,640	-2.8%	-6,940
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>5,842,552</b>	<b>9.719%</b>	<b>517,562</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	2,185,349	2,275,000	2,347,967

### NOTES:

- 2021 operating pressures are increasing levy by 517,562
- To Maintain a 1.52% levy increase for 2021 (equal to estimated in-year organic growth) – levy capital program contributions will have to be cut from 2,347,967 to 1,947,005



## 2021 Capital Program (Draft)

### Project Costs

Dept/Year	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Council Directed Projects	-	-	-	-	-	1,946,220
20in20 Initiatives	-	-	-	-	-	152,331
Development Projects	-	-	1,166,000	974,915	860,385	306,220
Roads & Drainage	4,658,403	3,093,788	3,961,952	6,310,498	5,567,583	5,717,282
Waterworks	933,367	1,096,800	642,014	1,075,722	1,373,973	2,574,875
Sanitary Sewers	1,138,101	2,501,100	1,912,346	10,162,287	8,477,075	3,298,269
Fleet	462,000	485,000	1,100,000	629,983	847,000	451,000
Parks & Recreation	159,382	435,830	392,899	640,346	1,438,647	1,456,845
Fire	45,176	660,600	567,000	48,000	99,200	258,700
Admin & Property	293,750	116,750	522,000	209,656	254,125	10,000
Cemetery	-	-	-	33,500	-	-
<b>Total</b>	<b>7,690,179</b>	<b>8,389,868</b>	<b>10,264,211</b>	<b>20,084,907</b>	<b>18,917,988</b>	<b>16,171,742</b>



## 2021 Capital Program (Draft)

### Funding Model

Source/Year	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Revenue (levy, fees, etc)	2,327,351	4,237,940	4,141,251	3,927,128	3,716,047	5,140,171
Grants	1,487,112	1,801,792	1,292,203	1,448,000	2,039,830	3,272,983
Dev't Charges & Reserves	2,094,473	1,352,665	1,839,851	10,707,097	1,818,845	1,465,090
Developer Contributions	-	-	594,000	344,660	344,655	338,905
External Debt	-	-	-	-	-	-
Gas Tax	503,294	497,000	627,000	726,000	566,000	589,000
Sustained OCIF	294,841	500,471	705,210	1,050,428	1,030,120	-
Prior Year Carry Fwd	571,284	-	1,064,696	781,594	9,436,366	4,544,944
Unfunded Amounts	411,824	-	-	1,100,000	33,875	820,649
	7,690,179	8,389,868	10,264,211	20,084,907	18,917,988	16,171,742





## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b><u>Council Directed Projects</u></b>	
Mount Forest Service Club Gateway Signage	25,000
Rural Broadband Opportunity Assessment	10,000
West Grey Lands Opportunity Assessment	25,000
Paving of Concession 4 (Sideroad 6 to Hwy 89)	650,000
London Road Paving - Section 1 (Per report OPS 2020-028)	20,000
Mount Forest Sligo / Main St. Intersection enhancements	20,000
Wells St. Extension (Domville to Future St. A) - Roads	522,000
Wells St. Extension (Domville to Future St. A) - Water	299,000
Wells St. Extension (Domville to Future St. A) - Sewer	74,220
Arthur BIA Streetscaping Enhancements: Connecting Link	225,000
MF - Pool	51,000
Arthur Water Treatment Study	25,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b><u>20 in 20 Initiatives</u></b>	
2021 Asset Management Initiatives	65,000
2021 IT initiatives (ITSDR Opportunities)	87,331



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>Development Driven Projects</b>	
Durham / Church (Mt. Forest Developments)	71,635
Durham / Church (Mt. Forest Developments)	23,454
Durham / Church (Mt. Forest Developments)	15,731
Durham St. East (Brad Wilson Severances)	-
Durham St. East (Brad Wilson Severances)	2,270
Durham St. East (Brad Wilson Severances)	81,150
South Water Street - SPS	15,517
Develop Master Stormwater Management Plan	30,000
Develop Sidewalk Master Plan	20,500
EDO - Industrial Park Servicing	45,963



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-15 - ADMINISTRATION</b>	
AV/MF Downtown WiFi	10,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-20 - WELLINGTON NORTH FIRE SERVICE</b>	
Extrication Rescue Tools	93,700
Radio System Upgrades	125,000
Bunker Gear	20,000
Fire Hose Replacement	20,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-30 - ROADS-FLEET</b>	
2008 Volvo Dump truck Replacement (Rural Plow Truck)	-
2007 Volvo Dump/plowtruck Replacement	300,000
2007 Pup Trailer Steering Axle Replacement	30,000
2017 Roadside Mower Replacement	15,000
2010 Dodge Pickup (Grey) Replacement	46,000
2015 Kubota Sidewalk Machine Replacement	60,000



## 2021 Capital Program (Draft)

# 2021 BUDGET OVERVIEW

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-30 - BRIDGES/CULVERTS</b>	
Culvert Re-lining - Sideroad 9E	27,866
Structure 2061 - Sideroad 7W	189,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-30 - ROADS</b>	
<b><u>Engineering Only</u></b>	
Mount Forest Drive (Engineering Only)	10,250
Queen St. East (White's Bridge to Main - Design Only)	28,642
John St. (Waterloo to Queen - Design Only)	17,000
Domville St. (Conestoga to Preston - Design Only)	3,902
Clarke St. (Between Smith and Domville)	18,000
Fergus St. N (Between Wellington and Birmingham)	18,000





## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-30 - ROADS</b>	
<b><u>Water/Sewer/Roads Projects</u></b>	
Fergus St. S (between Wellington & King)	-
Georgina St. (between Frederick and Charles)	-
<b><u>Connecting Link - Contingent upon Funding</u></b>	
George / Smith St (Connecting Link)	2,000,000
Queen St. E (White's Bridge to Main St.)	2,140,000
<b><u>Gravel - Base Rebuild</u></b>	
Sideroad 10 West (Continuation)	120,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-30 - ROADS</b>	
<b><u>Resurfacing - Rural</u></b>	
Paving of Sideroad 7 West (County Rd. 6 to Concession 11)	240,000
Pulverize and Pave Line 6 (Sideroad 7 to County Road 16)	175,000
Pulverize and Pave Sideroad 5 W (Landfill entrance to Concession 9)	80,000
<b><u>Resurfacing - Urban</u></b>	
Resurface Church St. N (Sligo to Durham)	30,000
Resurface Church St. N (Birmingham St. E to Wellington St. E)	20,000
Resurface Conestoga St N. (Arthur Public School to Domville St.)	35,000
Resurface Durham St. E (467 Durham St. E to London Rd. N)	18,000
Resurface Kenilworth Municipal Office Parking Lot	140,000
Resurface Maas Park (Pulverize and Pave)	70,000
Resurface Domville St. (Preston to Wells)	50,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-30 - ROADS</b>	
Pedestrian Safety Measures	56,965
Mount Forest Drive - Right turn Lane	74,579
Works Yard Upgrades - Kenilworth, Damascus, MF	35,078
Sidewalk Installation - Eastview Dr. Between Eliza and Bellfield	65,000
Birmingham St. W (Hutchison Park) - Storm Sewer Improvements	25,000
Streetlight Conversion LED Upgrade / Retrofit - Lantern Style	
Streetlight fixtures - Mount Forest	30,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-40 - SANITARY SEWERS</b>	
<u>Engineering Only</u>	
Mount Forest Drive (Engineering Only)	30,750
South Water St (MF - Engineering Only)	-
John St. (Waterloo to Queen - Design Only)	16,500
Queen St. East (White's Bridge to Main - Design Only)	26,800
Domville St. (Conestoga to Preston - Design Only)	16,500
Clarke St. (Between Smith and Domville)	16,000
Fergus St. N (Between Wellington and Birmingham)	16,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-40 - SANITARY SEWERS</b>	
<u><b>Water/Sewer/Roads Projects</b></u>	
Fergus St. S (between Wellington & King)	310,000
Georgina St. (between Frederick and Charles)	308,726
Queen St. E (White's Bridge to Main St.)	365,000
<b>Other Sanitary Sewer Items for Consideration</b>	
Arthur Wastewater Treatment Plant Upgrades Phase 1	1,968,493
AV - OCWA recommended projects	73,000
MF - OCWA recommended projects	130,500
Mount Forest WWTP - Blower Study	20,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-42 - WATERWORKS</b>	
<u><b>Engineering Only</b></u>	
Mount Forest Drive (Engineering Only)	10,250
South Water St (MF - Engineering Only)	16,307
Queen St. East (White's Bridge to Main - Design Only)	7,300
John St. (Waterloo to Queen - Design Only)	16,500
Domville St. (Conestoga to Preston - Design Only)	16,500
Clarke St. (Between Smith and Domville)	16,000
Fergus St. N (Between Wellington and Birmingham)	16,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-42 - WATERWORKS</b>	
<b><u>Water/Sewer/Roads Projects</u></b>	
Fergus St. S (between Wellington & King)	259,373
Georgina St. (between Frederick and Charles)	100,170
Queen St. E (White's Bridge to Main St.)	505,000
<b><u>Independent Water Projects</u></b>	
Domville - Watermain Replacement (Tucker to Clarke)	221,475
Mount Forest Water Tower Design	75,000
Arthur Water Supply Study	100,000
Smith St. / George St. Water Service Upgrades	225,000
Mount Forest Stand-Pipe Rehabilitation	950,000
Wellhouse Human Machine Interface (HMI)	40,000



## 2021 Capital Program (Draft)

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-70 - PARKS &amp; RECREATION</b>	
MF Splashpad (Inclusive of Servicing Costs)	-
Signage for Parks & Facilities	31,055
Trail Development/Expansion	94,192
AV BMX/Skateboard Park	-
Pool Communication Tech. Enhancements	5,267
AV - Icemaking Piping Rehabilitation	1,094,500
AV Ball Diamond Safety Netting	18,000
Pool Facilities - Dive Board & Vacuums	8,831
AV - Opti-Misses Park Rehabilitation	120,000
MF -Sports Complex - Compressor Computer Upgrade	50,000
MF - Sports Complex Energy Controls System Upgrade	10,000
MF - Bill Moody Park Drainage Upgrades	25,000





## 2021 Capital Program (Draft)

- Staff initially identified total capital works totaling ~\$18.7M in capital projects requiring a levy contribution \$5.2M, which has been pared-down to current levels – Projects identified for deferral:

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>2021 Projects Deferred - Staff</b>	
Bridge 9 - Sideroad 3E	400,000
Bridge 21 - Sideroad 8E	1,400,000
AV - Community Centre Kitchen Upgrade	120,000
AV - Community Centre Stage	20,000
AV - Community Centre Meeting Room	100,000
AV - Community Centre Accessible Washroom	75,000
MF Sports Complex Generator	160,000
MF - Cork St. Playground (Campbell deVore)	100,500
MF - Sports Complex Auditorium Walk-in Cooler	25,000
MF Sports Complex Parking lot Paving	165,000
<b>2021 Deferred Project Total</b>	<b>2,565,500</b>



## Draft Capital Program impact on Levy

- Current 2021 Draft Capital Program would suggest a requirement of contributions from Levy amounting to \$2,546,980
- Council Directed projects, while identified, remain unfunded.

	<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%	5,232,746	3.87%
Policy Mandated Transfer to Reserve funds	0	113,600	0.00%	116,600	2.64%
Net Transfers	(384,937)	173,806	-145.15%	493,206	183.77%
Contributions to Capital	2,275,000	2,347,967	3.21%	2,546,980	8.48%
Total Budgeted Tax Levy	7,425,439	7,672,957	3.33%	8,389,532	9.34%
				Organic Growth	1.52%
				Impact to Existing Taxpayer	7.82%



## Direction Required

- At the October 26<sup>th</sup> Meeting of Council, council had agreed to a modest tax levy increase for 2021
- In order to maintain a modest levy increase (less than 2%) council direction is required to:
  - 1) Prioritize Council Directed Projects for 2021
  - 2) Identify funding sources for Council Directed Projects: Debt, additional deferral of staff recommended projects, utilization of reserve / reserve funds.
  - 3) Identify areas of opportunity for the utilization of reserves to fund (or partially fund) staff identified projects to decrease reliance on levy



## Discussion



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

**BY-LAW NUMBER 095-20**

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

**WHEREAS**, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

**NOW THEREFORE** the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule 'A' of By-law 66-01 is amended by changing the zoning on lands described as Part Lot 3, Concession 6 West Luther, municipally known as 8131 Line 6 as shown on Schedule "A" attached to and forming part of this By-law from Agricultural (A) to Site Specific Agricultural (A-2);
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND THIRD TIME THIS 9TH DAY OF NOVEMBER 2020.**

---

**ANDREW LENNOX, MAYOR**

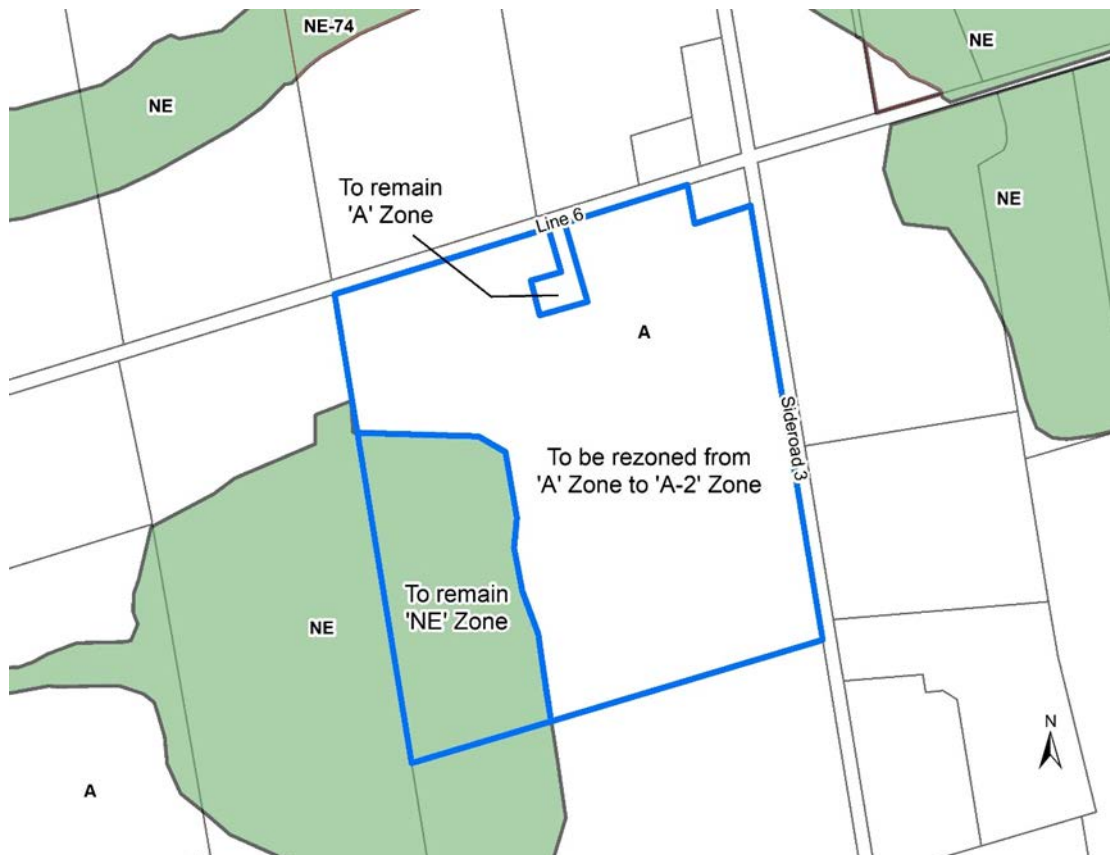
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**KARREN WALLACE, CLERK**

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 095-20

SCHEDULE "A"



Schedule "A" to By-law 095-2020

Passed this 9th day of October, 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 095-20**

#### **THE LOCATION OF THE SUBJECT LANDS**

The subject property is legally described as Part Lot 3, Concession 6 (West Luther) with a civic address of 8131 Line 6. The lands subject to the amendment is 40.5 ha (100 ac) in size and are currently zoned Agriculture (A) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the application is to rezone the subject lands to restrict future residential development on the retained agricultural lot. This rezoning is a condition of severance application B50/20, that was granted provisional approval by the Wellington County Land Division Committee. The consent will sever the existing dwelling from the agricultural parcel under the surplus farm dwelling policies.

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 097-20

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

**WHEREAS**, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

**NOW THEREFORE** the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule 'A' Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 13, Concession 14 S with a civic address of 9569 Sideroad 13, as shown on Schedule "A" attached to and forming part of this By-law from:

- **Agricultural (A) to Agricultural Exception (A-2)**
- **Agricultural (A) to Agricultural Exception (A-97)**

2. THAT Section 33, Exception Zone, is amended by the inclusion of the following new exceptions:

<b>33-97</b> Part of Lot 13, Con 14 S 9569 Sideroad 13 (Van Veen)	<b>A-97</b>	<p>Notwithstanding Section 6.1.4b or any other section of this by-law, the existing accessory structure on the day of passing of this by-law may have a maximum ground floor area of 550 m<sup>2</sup> (5920.2 ft<sup>2</sup>).</p> <p>Notwithstanding Section 8.5.2.5 or any other section of this by-law, the existing accessory structure on the day of passing of this by-law may have a minimum interior side yard setback of 1.5 m (4.9 ft), subject to the following conditions:</p> <ol style="list-style-type: none"> <li>a) Enlargement of this accessory structure is not permitted.</li> <li>b) Additional accessory structures are not permitted including a hobby barn.</li> <li>c) Removal of the existing accessory structure shall void this provision.</li> </ol>
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3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.



4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND THIRD TIME THIS 9TH DAY OF NOVEMBER 2020.**

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**ANDREW LENNOX, MAYOR**

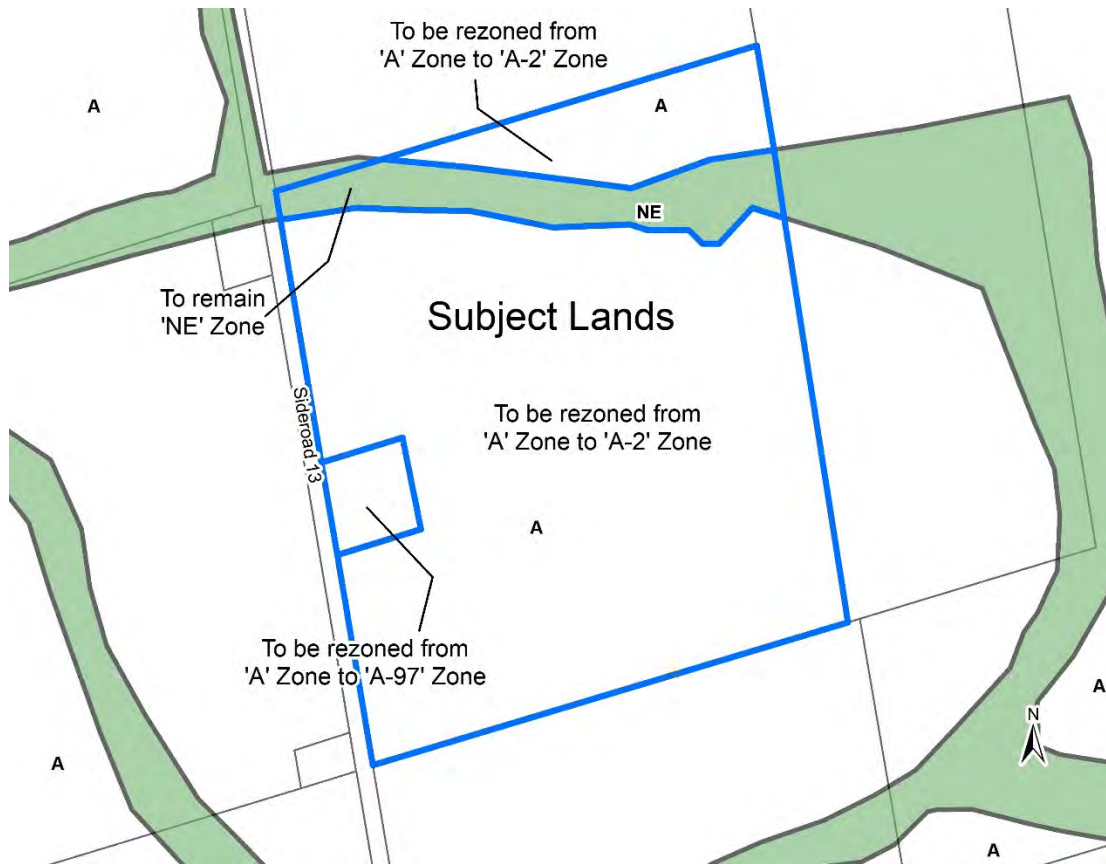
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**KARREN WALLACE, CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 097-20**

**SCHEDULE "A"**



Schedule "A" to By-law 097-2020

Passed this 9th day of November, 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 097-20**

#### **THE LOCATION OF THE SUBJECT LANDS**

The subject property is legally described as Part Lot 13, Concession 14 S with a civic address of 9569 Sideroad 13. The lands subject to the amendment is 40 h (98.84 ac) in size and are currently zoned Agriculture (A) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the application is to rezone the subject lands to restrict future residential development on the retained agricultural lot and permit a reduced side yard setback of 1.5 m (4.9 ft) and permit a maximum ground floor area of 550 m<sup>2</sup> (5920 ft<sup>2</sup>) for the accessory structure on the severed lands. This rezoning is a condition of severance application B29/20, that was granted provisional approval by the Wellington County Land Division Committee.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF SPECIAL COUNCIL MEETING – OCTOBER 26, 2020 – 10:00 A.M.  
VARIOUS LOCATIONS IN WELLINGTON NORTH AND WELLINGTON COUNTY**

<b><u>Members Present:</u></b>	<b>Mayor:</b>	<b>Andrew Lennox</b>
	<b>Councillors:</b>	<b>Steve McCabe</b>
		<b>Dan Yake</b>
<b><u>Member Absent:</u></b>	<b>Councillor:</b>	<b>Sherry Burke</b>
		<b>Lisa Hern</b>
<b><u>County Council Members Present:</u></b>		
	<b>Ward 3 Councillor:</b>	<b>Campbell Cork</b>
	<b>Ward 4 Councillor:</b>	<b>Steve O'Neill</b>
<b><u>Staff Present:</u></b>		
	<b>Chief Administrative Officer/Deputy Clerk:</b>	<b>Michael Givens</b>
	<b>Director of Operations:</b>	<b>Matthew Aston</b>
	<b>Manager of Transportation Services:</b>	<b>Dale Clark</b>
<b><u>County of Wellington Staff Present:</u></b>		
	<b>Roads Superintendent:</b>	<b>Brad Hutchison</b>

#### **CALLING TO ORDER**

Mayor Lennox called the meeting to order

#### **ADOPTION OF THE AGENDA**

RESOLUTION: 2020-315

Moved: Councillor McCabe

Seconded: Councillor Yake

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

CARRIED

#### **DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

#### **CLOSED MEETING SESSION**

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

for the purpose of educating or training the members AND at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee

#### **1. FACILITY TOURS**

Wellington North Arthur Works Yard

County of Wellington Arthur Works Yard

County of Wellington Township Mapleton / Drayton Works Yards

RESOLUTION: 2020-316

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 10:00 p.m. that is closed to the public under subsection 239 (2) 1 of the Municipal Act, 2001, specifically for the purpose of educating or training the members AND at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee*

#### **RISE AND REPORT FROM CLOSED SESSION**

RESOLUTION: 2020-317

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 12:34 p.m.*

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

RESOLUTION: 2020-318

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT By-law Number 094-20 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on October 26, 2020 be read a First, Second and Third time and enacted.*

#### **ADJOURNMENT**

RESOLUTION: 2020-319

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Special Council meeting of October 26, 2020 be adjourned at 12:35 p.m.*

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CLERK

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MAYOR

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**MINUTES OF REGULAR COUNCIL MEETING – OCTOBER 26, 2020 – 7:00 P.M.**  
**VIA WEB CONFERENCING <https://www.youtube.com/watch?v=sw0zt3w4aj4>**

**Members Present:**

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

**Staff Present:**

Chief Administrative Officer:	Michael Givens
Director of Legislative Services/Clerk:	Karren Wallace
Deputy Clerk:	Catherine Conrad
Director of Finance:	Adam McNabb
Economic Development Officer:	Dale Small
Chief Building Official:	Darren Jones
Human Resources Manager:	Chanda Riggi
Director of Fire Services:	Chris Harrow
Director of Operations:	Matthew Aston
Manager of Transportation Services:	Dale Clark
Community Recreation Coordinator:	Mandy Jones
Manager of Recreation Services:	Tom Bowden
Manager, Environmental and Developmental Services:	Corey Schmidt

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA**

RESOLUTION: 2020-320

Moved: Councillor Yake

Seconded: Councillor Hern

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

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**PRESENTATIONS**

1. Adam McNabb, Director of Finance

- 2021 Budget Presentation

The 2021 Budget Overview included:

- Budget Process
- Budget Guidelines
- Budget Impact Items
- Additional Impacts and Considerations
- Growth Vs. Reassessment
- Operating Budget Summary Analysis by Segment
- Capital Considerations

- Reserves/Reserve Funds – Net Transfers
- Reserves/Reserve Funds – Q3 2021 Balances
- Items of note
- Council Direction Required

Council expressed a desire to keep the tax levy low. Capital projects for consideration include Queen Street East, Mount Forest; George/Smith Street – Connecting Link; joint County/Township operations facility; Mount Forest Pool; Arthur Community Centre upgrades; rural broadband; Concession 4 North paving; London Road section 1; service club signage; and upgrades at Sligo Road and Main Street, Mount Forest. Staff will look at the Capital program, make decisions on priorities and bring back to next Council meeting.

2. Derek Ali, President and John Murphy, Rate Modelling and Financial Analyst DFA Infrastructure International Inc.
  - Draft Water and Wastewater Rates and 2020 O.Reg 453/07 Water Financial Plan

Derek Ali was not available for the presentation. John Murphy presented the Draft Water and Wastewater Rates and 2020 O.Reg 453/07 Water Financial Plan. The presentation included:

- Background information regarding Water and Wastewater Rate Study
- The study approach
- Assessment of full cost of managing the Township's water and wastewater systems
- 2021-2041 lifecycle needs of the municipality's water and wastewater systems
- Customer and volume demands of the Township's water and wastewater systems
- 2020 projected water and wastewater customer count and consumption
- Water and wastewater customer growth projection
- Water consumption and wastewater billing volume projection
- Current rates
- Rate increases recommended, 2021 – 2026 proposed rates
- Proposed rate impacts
- Drinking water license renewal
- Water and Wastewater Financial Plan O.Reg. 453/07
- Assumptions
- Key Considerations
- Operating cost and revenue projections
- Capital needs projections
- Debt projections
- Reserve projections
- Tangible capital asset projections
- Statement of operations
- Statement of cash flows
- Statement of financial position
- Recommendations

RESOLUTION: 2020-321

Moved: Councillor Burke

Seconded: Councillor McCabe

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

*AND FURTHER THAT Council adopt the 2020 O.Reg 453/07 Water Financial Plan dated October 26, 2020, prepared by DFA Infrastructure International Inc.*

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

CARRIED

Staff were directed to bring a report regarding the installation of water meters.

Staff were directed to bring back a report on the 2021 proposed rate increase.

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

1. Public Meeting, October 13, 2020

2. Regular Meeting of Council, October 13, 2020

RESOLUTION: 2020-322

Moved: Councillor Hern

Seconded: Councillor Yake

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

CARRIED

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

1. Notice of Motion – Councillor Yake

a. Loose leaf pick up

Moved: Councillor Yake

Seconded: Councillor Burke

*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.*

RESOLUTION TO AMEND: 2020-323

Moved: Mayor Lennox

Seconded: Councillor Hern

*That Council of the Corporation of the Township of Wellington North amend the date of the loose leaf pick up until after the County program is complete.*

CARRIED

RESOLUTION: 2020-324

Moved: Councillor Yake

Seconded: Councillor Burke

*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 after the County program is complete.*

CARRIED



Councillor Yake commented that a lot of people have bought into the County program with many people bagging their leaves, however, there are some who put their loose leaves at the curb. Councillor Yake felt that we needed to put more resources into promoting the program and that because we left it too late, we need to do a loose leaf pick up this year. We need to clean up our own curbs, gutters and catch basins at the same time as picking up loose leaves left by ratepayers. It was noted that the urban areas include Mount Forest and Arthur only.

Council discussed the pros and cons of conducting a loose leaf pick up in the urban areas of Arthur and Mount Forest, the timing of the pick up and communication to residents.

After completion of the County of Wellington pick up, staff will report to Wellington North Council on the success, challenges and opportunities of the program.

Councillor Yake lost connectivity at 9:23 p.m. with the original motion on the floor. The vote on the above motions was postponed until later in the meeting in order to give Councillor Yake an opportunity to rejoin the meeting. He and was unable to reconnect with the meeting so was deemed to have left the meeting at 9.23 p.m.

#### **IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

1b, 3a, 5a, 5b, 5c, 7a

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

RESOLUTION: 2020-325

Moved: Councillor McCabe

Seconded: Councillor Burke

*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.*

*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.*

*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.*

*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.*

*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.*

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

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

*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.*

*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.*

**CARRIED**

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

**RESOLUTION: 2020-326**

Moved: Councillor Hern

Seconded: Councillor Burke

*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.*

**CARRIED**

**RESOLUTION: 2020-327**

Moved: Councillor Burke

Seconded: Councillor McCabe

*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.*

**CARRIED**

RESOLUTION: 2020-328

Moved: Councillor McCabe

Seconded: Councillor Hern

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

CARRIED

RESOLUTION: 2020-329

Moved: Councillor Hern

Seconded: Councillor Burke

*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.*

CARRIED

RESOLUTION: 2020-330

Moved: Councillor McCabe

Seconded: Councillor Hern

*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 adopt 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.*

CARRIED

RESOLUTION: 2020-331

Moved: Councillor Hern

Seconded: Councillor Burke

*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.*

CARRIED

## NOTICE OF MOTION

No notice of motion tabled.

## COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Hern (Ward 3):

- Thanked Councillor McCabe for covering the Chamber of Commerce meetings while she was unavailable
- Cultural Roundtable meeting took place on October 22 at the Arthur Community Centre. They were able to meet in person in a completely physically distant manner. Councillor Hern thanked Bonny McDougall for her work at the Mount Forest Cemetery and the Find a Grave project. Jim Taylor will be presenting to Council at a future meeting.
- The Arthur Lions Club received a \$2,000 cheque for the Arthur BMX/Skateboard Park from Wightman's.

Councillor McCabe (Ward 4):

- Attended the Chamber of Commerce on behalf of Councillor Hern. There was a lot of positive conversation regarding way finding signs.
- Recreation, Parks and Leisure Committee meeting on November 3, 2020 at 8:30 a.m.

Mayor Lennox:

- Update regarding Wellington North Power. They deferred the May 1, 2020 rate increase to November 1, 2020. WNP is in the process of submitting a new rate plan for the coming five-year period.

## 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
- 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
- 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.

RESOLUTION: 2020-332

Moved: Councillor Burke

Seconded: Councillor McCabe

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

CARRIED

## CONFIRMING BY-LAW

RESOLUTION: 2020-333

Moved: Councillor McCabe

Seconded: Councillor Hern

*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.*

CARRIED

**ADJOURNMENT**

RESOLUTION: 2020-334

Moved: Councillor Hern

Seconded: Councillor Burke

*THAT the Regular Council meeting of October 26, 2020 be adjourned at 10:00 p.m.*

CARRIED

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CLERK

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MAYOR

October 25, 2020

## **Comments re Staff Report OPS 2020-028 London Road North**

The report appears to imply that this has always been a gravel road and is treated like all other township gravel roads. I would suggest that this is not just another township gravel road but is firstly, a major access/egress road for the entire east side of Mount Forest. Secondly it is serviced. Thirdly as councilor Yates has suggested, it is becoming a by-pass for Mount Forest from the Southgate area.

Traffic counts confirm my initial assumptions as indicated in correspondence received by Council at the September 14, 2020 meeting. I would remind council based on those traffic volumes many tonnes of dust are being deposited in the area despite attempts at dust suppression. Current plans indicate a further 90 units in the immediate area resulting in further traffic , more dust, and more need for frequent grading .

I find it somewhat ludicrous that staff would consider not paving at least section 1 as a bargaining tool to get the developer to pay for part of an \$18,000 cost when those units would be increasing town tax revenue by over \$3,000,000 yearly. Should we not be encouraging increases in the assessment base.

I may be the one complaint from one customer who contacted the Roads Department but as I have indicated in previous correspondence there are many others with similar concerns. As indicated in e-mail to Councilors Yates and Burke 09/16/20 we are willing to supply a list of signatures from other concerned taxpayers.

I would suggest as Councilor Burke has suggested in her letter of 09/27/20 that Council request that the paving of Sections 1 and 2 be included in 2021 budget considerations.

Don Nickell

504 Durham St. E. Mount Forest ON N0G2L4.



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

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

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Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

## **Deputation Request Form**

**Name of Deputation(s): Dr. Stephanie Sobek-Swant**

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

**Name of Group/Organization/Business rare Charitable Research Reserve**

### **Contact Information**

Mail: 1679 Blair Road, Cambridge ON N3H 4R8

Email: [stephanie.sobek-swant@raresites.org](mailto:stephanie.sobek-swant@raresites.org) & [volunteer.administrativesupport@raresites.org](mailto:volunteer.administrativesupport@raresites.org)

Telephone: 519-568-3744

### **Type of Meeting**

☒ Council OR ☐ Committee (includes ad hoc)

**Date of Meeting November 9, 2020**

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

**The delegation will present new information on rare's Land Securement Strategy, and the strategy's role in habitat preservation and conservation efforts in the Wellington North area.**

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

This presentation is meant to provide up-to-date information about long-term conservation planning, and to give the councillors a chance to ask any questions pertinent to Wellington North area in particular.

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**Estimated Financial Impact to municipality:**

**Capital n/a Annual Operating n/a**

**SIGNATURE:** (electronic signature accepted) S. Sobek-Swant

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**Notice of Collection/Use/Disclosure:** All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject o



7490 Sideroad 7 W, PO Box 125,  
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061



*disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.*





ra



re

# Introducing the *rare* sites<sup>CF2</sup> land securement strategy

## More land protected for conservation across Wellington County

Stephanie Sobek-Swant, Tom Woodcock, Robert Orland  
*rare* Charitable Research Reserve, Orland Conservation

# A land trust and environmental institute



## Conservation



## Research



## Education




Key focus 2020-2024:

### Stewardship & Place —

**Conservation and restoration of land is *rare's* core priority.**

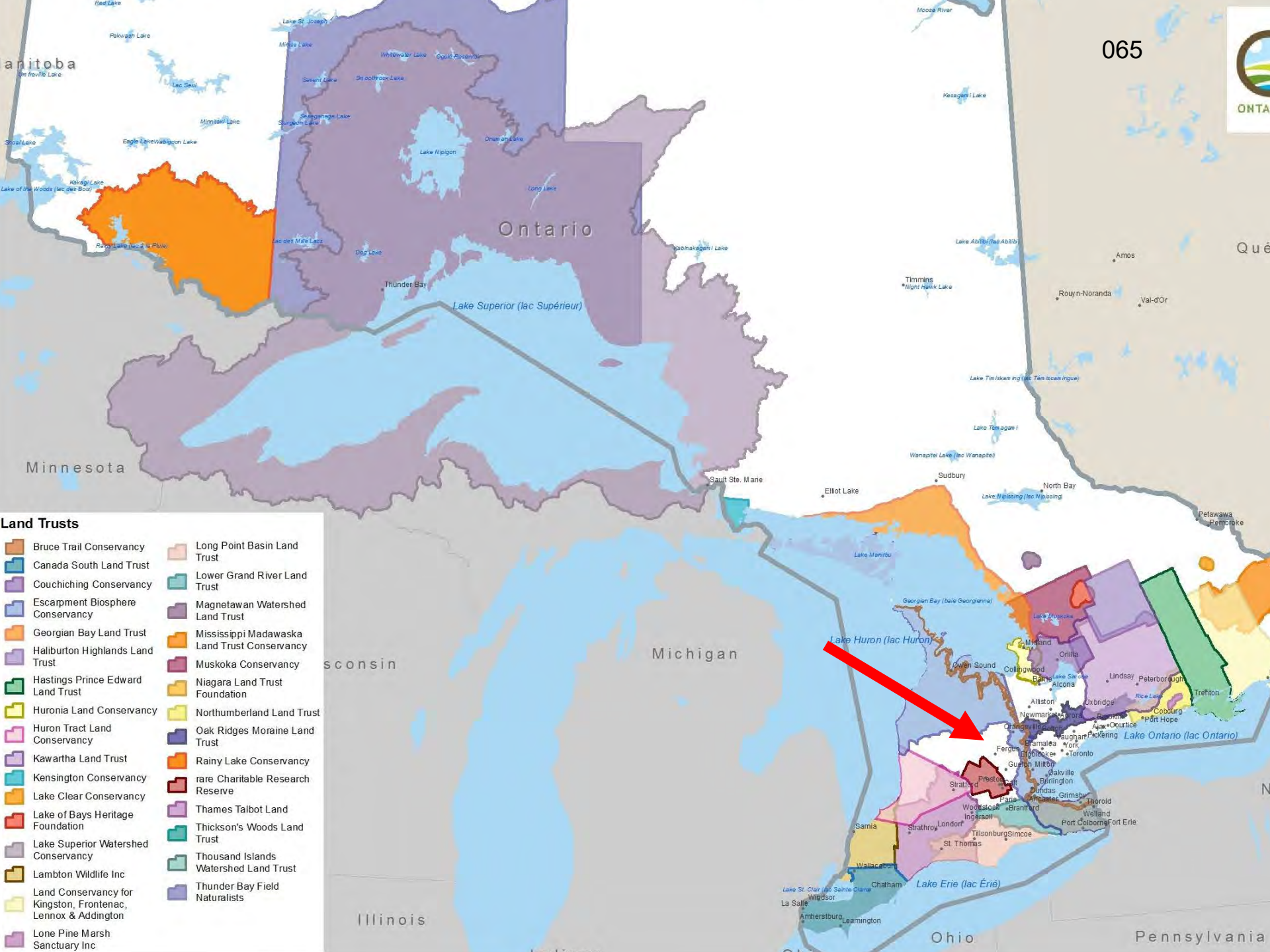
We will launch and begin to implement the *raresites* land securement strategy; being on the land and with the land will form the basis for everything else we do.



An aerial photograph of a suburban residential neighborhood. The houses are arranged in neat rows, with a mix of brick and light-colored siding. The roofs are mostly dark grey or brown. A central white text box is overlaid on the image. The overall scene depicts a typical suburban development.

**Wellington County:** Home to more than 90,000 people and, expected to grow by 85% over the next 30 years





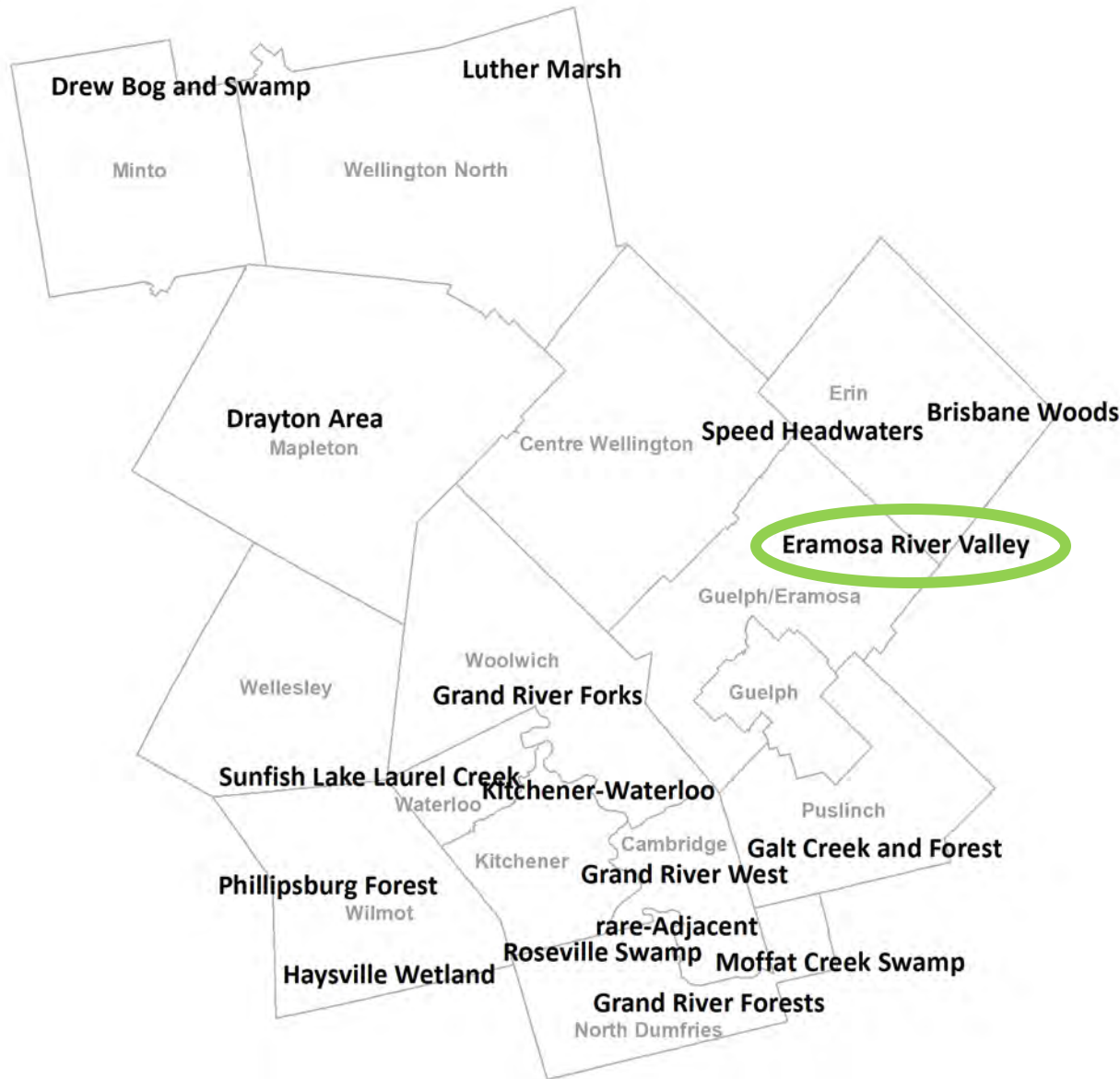
- ### Land Trusts
- |  |  |
|--|--|
| Bruce Trail Conservancy                                      | Long Point Basin Land Trust                  |
| Canada South Land Trust                                      | Lower Grand River Land Trust                 |
| Couchiching Conservancy                                      | Magnetawan Watershed Land Trust              |
| Escarpment Biosphere Conservancy                             | Mississippi Madawaska Land Trust Conservancy |
| Georgian Bay Land Trust                                      | Muskoka Conservancy                          |
| Haliburton Highlands Land Trust                              | Niagara Land Trust Foundation                |
| Hastings Prince Edward Land Trust                            | Northumberland Land Trust                    |
| Huron Land Conservancy                                       | Oak Ridges Moraine Land Trust                |
| Huron Tract Land Conservancy                                 | Rainy Lake Conservancy                       |
| Kawartha Land Trust  | Rare Charitable Research Reserve             |
| Kensington Conservancy                                       | Thames Talbot Land                           |
| Lake Clear Conservancy                                       | Thickson's Woods Land Trust                  |
| Lake of Bays Heritage Foundation                             | Thousand Islands Watershed Land Trust        |
| Lake Superior Watershed Conservancy                          | Thunder Bay Field Naturalists                |
| Lambton Wildlife Inc   |  |
| Land Conservancy for Kingston, Frontenac, Lennox & Addington |  |
| Lone Pine Marsh Sanctuary Inc                                |  |

Organization	Land Secured (ha)	Actively securing in the area	Partner Potential	066 Focus
Conservation Halton	~300	Some	Yes	Area expansion & linkage
County of Wellington	525	No	Yes	Forests
Credit Valley Conservation	~39	No	Yes	Credit Valley Trail
Ducks Unlimited Canada	0	No	Yes	Waterfowl habitat
GRCA (Grand River CA)	7,933	No	Yes	Outside the area
Nature Conservancy of Canada	0	No	Possibly	Outside the area
Ontario Farmland Trust	38	Yes	Yes	Farmland
Ontario Heritage Trust	11	No	Tech support	Natural heritage
Ontario Nature	0	No	Yes	Ecological
<i><b>rare Charitable Research Reserve</b></i>	400	Yes	Yes	Ecological
Region of Waterloo	435	No	Yes	Greenlands network
Waterloo Region Nature	8	Yes	Yes	Ecological
<b>TOTAL</b>	<b>9,664</b>			

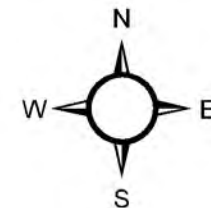
# Securement strategy criteria

- Ecological and physical science,
- Parcel size (>2 ha),
- Urbanization threat,
- Potential for funding,
- Geographic dispersion to serve every lower tier municipality within the Region of Waterloo and Wellington County; and,
- Limited to a reasonable number of landowner contacts that can be approached within a five year program.

17 Target Areas,  
365 properties,  
7-81 lots/area



Municipal Boundaries



0 5 10 20  
Kilometers



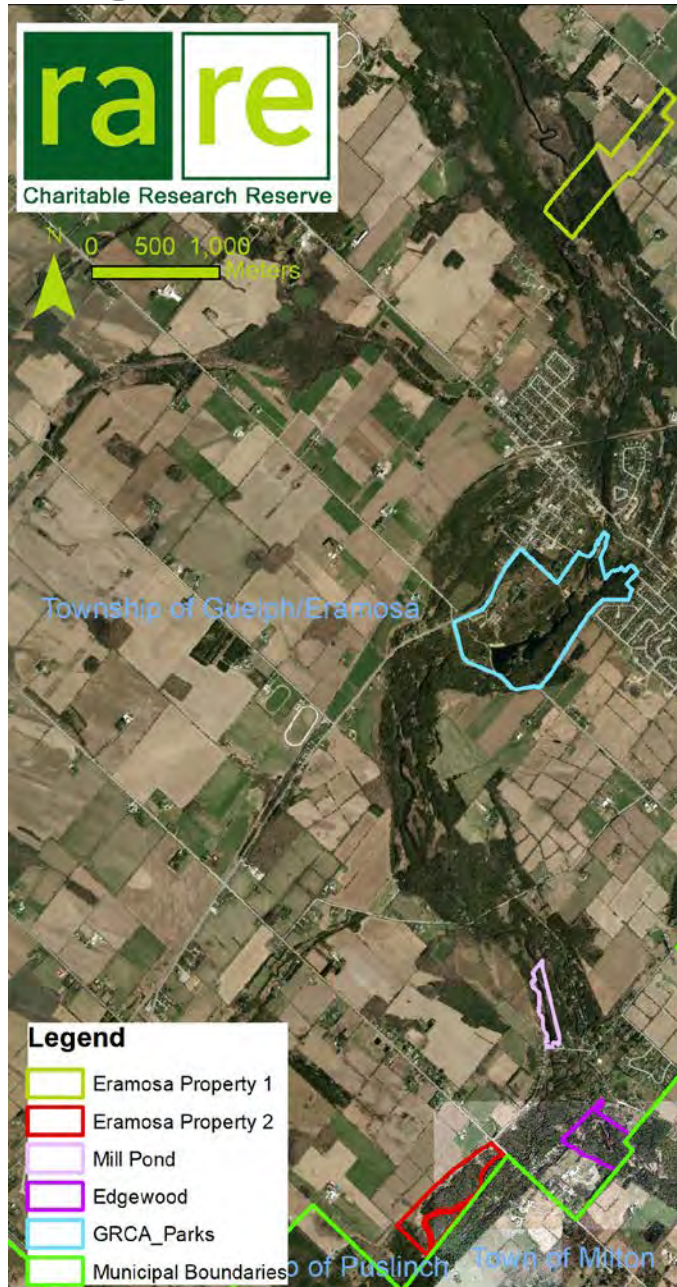
# Conservation Targets

400 ha of additional land secured in 5 years

- Average target parcel size 25.5 ha
- adjusted to 23 ha for partial takings
- 10% of landowners are interested after outreach
- 5% get ultimately secured



# Target area: Eramosa Valley



First acquisition:  
(Property One)

Other acquisitions and  
Ecogift donations  
pending

# Landowner Options

Most landowners only know of two disposition options for their land:

- Sell it; or
- Leave it to their children





# Land Securement Methods

- Land Donation
- Split Receipt
- Conservation Severance
- Bequest
- Life Interest Agreement
- Conservation Easement Agreement



# Environment Canada

## Ecological Gifts Program

- Register donations through the Ecogifts Program
- 0% capital gains tax
- Full appraised value is receipted (100% inclusion)
- Donation value can be spread over 10 years

**Ecological Gifts**

*Canadians donating ecologically sensitive land*



Many Canadians who own ecologically sensitive land have no guarantee that the piece of nature they have cherished for years will be cared for in the future. Through the Ecological Gifts Program, landowners can protect their land, create a legacy, and at the same time may receive a substantial income tax benefit.

*Create a legacy and receive a tax break today*

EthanMeleg.com



**Ecological Gifts Program**  
*Canadians donating ecologically sensitive land*



**Programme des dons écologiques**  
*Les Canadiens faisant don de terres écosensibles*





*Thank you!*



## Robert Orland

President, Orland Conservation

[robert.orland@orlandconservation.ca](mailto:robert.orland@orlandconservation.ca)

[www.orlandconservation.ca](http://www.orlandconservation.ca)



## Stephanie Sobek-Swant

Executive Director, *rare Charitable Research Reserve*

[stephanie.sobek-swant@raresites.org](mailto:stephanie.sobek-swant@raresites.org)

[www.raresites.org](http://www.raresites.org)



## **Grand River Conservation Authority**

*Summary of the General Membership Meeting – October 23, 2020*

*This meeting was held virtually and streamed live for the public on*

[GRCA's Board Webcast Page](#)

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

### **Action Items**

*The Board approved the resolutions in the following reports as presented in the agenda:*

- GM-10-20-71 - Financial Summary
- GM-10-20-66 - 2021 Board Meeting Schedule

### **Information Items**

*The Board received the following reports as information:*

- GM-10-20-69 - Budget 2021 - General Municipal Levy Apportionment - Correction
- GM-10-20-68 - Cash and Investment Status
- GM-10-20-67 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-10-20-70 - Current Watershed Conditions

### **Correspondence**

*The Board did not receive correspondence items.*

### **Delegations**

*There were no delegations.*

*For full information, please refer to the [October 23 Agenda and Addendum Packages](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on November 22, 2020.*

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

## GRCA General Membership Meetings Calendar

2021

## January

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	GM	23
24	25	26	27	28	29	30
31						

## February

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28						

## March

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## May

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23	24	25	26	27	GM	29
30	31					

## June

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## July

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25	26	27	28	29		31

## August

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29	30	31				

## September

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12	13	14	15	16	17	18
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26	27	28	29	30		

## October


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31						


## November


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21	22	23	24	25	GM	27
28	29	30				


## December


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12	13	14	15	16	GM	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Agenda Published

 General Membership Meeting

 Audit Committee

 Holiday/Head Office Closed

 No meeting scheduled in July



146 George St., P.O. Box  
Arthur, Ontario N0G 1A0  
(519)-848-5603

**Directors Meeting Minutes  
October 14th, 2020**

Attending: Paula Coffey, Bonnie, McIntosh, Jacklyn Winter, Dale Small, Steve McCabe, Mark, Marg Echlin, Mandy Jones, Faye Craig, Tom Gorecki

Jacklyn called meeting to order @ 5:31pm

Approval of Minutes (September Meeting) - Approved by Tom, Bonnie seconded

Committee Reports-

Economic Report - Presented by Dale Small

RED Grant – WN Street Scape – The BIA met last week and has come up with many great ideas on how to improve the main street

- The Christmas decorations have arrived and need picked up from the Township office to prepare them to be hung once the Remembrance Day flags come down
- The BIA will need to arrange pick up and storage for these decorations
- The BIA has decided that the outdoor gym will be installed and the corner of Charles/Isabella/Georgina St
- Dale will follow up with Paula to discuss design lay out

DMS Grant

- This grant is offered by the OBIAA
- Ashley Noble has been hired to assist businesses apply for this grant
- Some Arthur businesses have already been in contact with Ashley
- Jacklyn will continue to promote this program through the Chamber

Downtown Free WIFI

- The Township has partnered with CW to discuss the options about equipping our downtown with free WIFI
- The Township will also be speaking with the BIA to get assistance with some funding

Connecting Link

- The BIA met last week and has come up with many great ideas on how to improve the main street



Live 2 Lead

- October 20th & November 20<sup>th</sup>
- WN residents can receive a \$10 promo code for this online event
- This is the 5<sup>th</sup> year Live 2 Lead has been offered
- The Township is co- hosting this even with Launch It Minto

Rec Signage – Presented by Mandy Jones

- Mandy would like feedback in regard to the new proposed signage for the rec center
- These signs will point to destinations such as, the ball diamonds, splash pad, rec center, etc.
- The directors all made their suggestions, re: adding EST, moving the poppies, removing the bubbles around the arrows and use uppercase lettering
- Many will take these suggestions back to the office and will make a final decision

Facility Update

- The Arthur Rec Centre will be reopening in phases
- Phase 1-Minor Sports
- Phase 2- Private Rentals
- Phase 3 – Family Skate etc.
- The Centre will be limited to 50 people only, masks to be worn inside the building and hand sanitizer available
- The Arthur Opti-Mrs. club will be installing a new playground at the rec center for 2021
- The trail system will be getting new signage also and the Township is looking for assistance from the community for trail clean up, maintenance, promotion and trail ambassadors

Council Report – Lisa Hern unavailable – Steve McCabe sat in for Lisa

- Steve McCabe's comments below – under new business

Business Arising from Previous Meeting:

## Hanging Planters

- Faye provided an update regarding planter options
- 1. Richard – Mount Forest Greenhouse - \$55 plus tax
- 2. Brenda – Huron Ridge - \$75 plus tax
- 3. Rebecca – Twin Gables - \$45 tax included
- The board unanimously voted to go with the greenhouse that Faye felt was the best option. Therefore, for the 2021 summer the Chamber will be ordering our hanging baskets from Twin Gables. Faye will contact the other two greenhouses to let them know we have decided to go another route this year.

## Chamber Community Awards

- Voting closed on October 8<sup>th</sup>
- Directors have been emailed award category winners
- Chamber Directors have agreed that each winner will receive a bouquet of flowers along with their engraved plaque
- A live FB video may be done in each winner's business (if they agree). One Chamber director, Jacklyn and the sponsor will be present for the award ceremony

## Agricultural Wreath Fundraiser

- Advertising for the joint fundraiser will begin in 2wks

Membership Builds Our Community as a Place to Work, Play and Live

- Wreath DIY kits of premade wreaths will be made up on November 29th, and available for pick up in the afternoon on the 29<sup>th</sup>
- Chamber members will be offered a discount on all wreath sizes – therefore the Chamber will NOT be making a profit off these wreaths

#### New Marketing Material

- The directors agreed to the purchase of 260 newly designed business cards and a new banner stand
- The banner stand will include our logo as well as the wording, "Let's Work Together and Join Us!"
- Jacklyn will email Fergus print to move forward – Proofs will be emailed to the directors for approval once received

#### Snow Removal

- No quotes yet received, Jacklyn will re-discuss at the next meeting

#### New Business

##### AED

- The Historical Society wanted to reach out to the Township and Chamber to see if we should have an AED in our building
- The cost for an AED is approx. \$1800.00 and it is recommended that those working in the office have training in CPR and AED use
- Due to the lack of time that the office is open and that AED are NOT mandatory in all buildings. The Chamber has decided to forgo installing one at this time
- Tom from Arthur Foodland noted he is in the process of getting an AED for his store, therefore if someone close by is in need for one, they may borrow it from him.
- Jacklyn will forward this information on to the Historical Society

##### Remembrance Day/Halloween Update from Steve McCabe

- Remembrance Day wreaths will be placed prior to the ceremony for November 11<sup>th</sup>, to ensure social distancing
- Nicole M chief medical officer at the WDG Public Health has recommended that on Halloween night, families not have large gatherings or parties. They should only gather with their immediate family and to limit door to door trick or treating.
- Non contact treat pick up at doors would be recommended if the children do trick or treat

#### Remembrance Day Wreath

The directors agreed that when the Chamber is approached to purchase a wreath for Remembrance Day, that we will once again purchase one.

#### Halloween Coloring Contest

- The Chamber directors agreed to hold a Halloween coloring contest
- 2 awards will be given to each age category
- \$10 goodie bags will be purchased from IScream Cone Company
- Coloring pages will be available at Foodland and the IScream Cone Company and also available for parents to print off
- Jacklyn has messaged Eileen from the Arthur Art of School to see if she could design an Arthur inspired Halloween Coloring page

Agenda Approval- Additions and deletionsPresidents Report:

-Tom discussed that we had one community member reach out to the Chamber stating he was not happy that the Chamber was taking “money” sponsorships from the Township. He was upset that the Township is sponsoring two of our Community Awards. Steve McCabe noted that the Township appreciates being a sponsor for our awards and has done so for many years with both the Mount Forest and Arthur Chamber. Steve noted he would speak to WB about his concerns.

Correspondence:

-Nothing to report

Financial Report:

-All financials are in good standing

Administrators Report:

-We have 61 members and only 6 unpaid. These members have been sent their second notice via mail and email

Meeting Closed -

Tom motioned meeting closed at 6:57pm and Paula seconded

Next Meeting Date:

November 11th 2020 @ 5:30om

Meeting Outline for 2020:

December 9<sup>th</sup> @ 5:30pm

081

**MOUNT FOREST BUSINESS IMPROVEMENT  
ASSOCIATION MEETING MINUTES<sup>[SEP]</sup> OCTOBER 20, 2020 @ 8:00 AM<sup>[SEP]</sup>  
ARENA COMMUNITY HALL**

---

**CALLING TO ORDER** – Andrew Coburn; Chair Mount Forest BIA

**PRESENT ATTENDEES**

Members: Andrew Coburn, Peter Mohr, Murray Townsend, Kayla Morton, Dwight Benson, Bill Nelson, Councilor Burke

Staff: Dale Small,

**ABSENT ATTENDEES**

Callee Rice (resigned)

**ADOPTION OF MINUTES**

Minutes of May 5th BIA Directors Meeting

**ITEMS FOR CONSIDERATION**

**1. Review of 2020 Budget**

- a. Storage trailer #66 located at WPP. Currently in storage is gold bikes, summer banners, metal flower planters. Winter lighting is at the moment being held in the plant on site.
- b. Dwight will be counting working/damaged before installation. Contact Classic Display after winter season in order to get broken lights repaired.
- c. WIFI and parking signage will be moved to 2021.
- d. Continue to donate funds to Chamber for Chamber Bucks.
- e. BIA bank cards issued, Murray and Kayla are in possession of. No access to online banking as of yet.
- f. Continue with administrative support.
- g. Obtain mail key from Bill. PO BOX 1071. If cannot be located Andrew will contact post office to replace.

2. **Encourage Chamber relationship by inviting a member to join our meetings as a permanent member or “open door” policy.**
3. **Suggested Budget 2021 Mount Forest BIA.** Ideas for increased spending include more bike racks, benches, large mural possibly including old slogan High, Healthy, Happy.

Flowers	\$8,000
Storage (Donation of gift cards to WPP)	\$500
Main St Beautification (bike racks, bistro tables, mural, etc.)	\$40,000
Event Marketing, Promotion (Fireworks, Retail ,etc.)	\$7,500
Wi-Fi Downtown (Partnership WN, Chamber)	\$5,000
Christmas Decorations (Repair)	\$4,000
Main St Maintenance	\$3,000
Street Cleaning	\$3,000
OBIAA Membership	\$500
BIA Admin Support	\$1,000
Signage (Wi-Fi, parking)	\$1,000
Advertising, office, misc.	\$2,000
Bank Charges	\$100

4. **AGM on November 17<sup>th</sup>, 2020 will be at Community Hall as well as via Zoom.**

### **MOTIONS**

Motion carried to donate \$500 of gift cards (local businesses) to Wellington Produce Packers for use of their facilities for storage. 1<sup>st</sup> Dwight Benson, 2<sup>nd</sup> Andrew Coburn

Motion carried to invite Jess MacFarlane to join BIA Board. 1<sup>st</sup> Bill Nelson, 2<sup>nd</sup> Peter Mohr

**NEXT MEETING** Annual General Meeting on November 17<sup>th</sup>

**ADJOURNMENT** Moved: Andrew Coburn                      Seconded: Murray Townsend



*Preserving, promoting, and developing  
Wellington North's unique cultural  
resources to build a vibrant community  
and a prosperous economy.*

**WELLINGTON NORTH CULTURAL ROUNDTABLE COMMITTEE MINUTES  
THURSDAY OCTOBER 22<sup>ND</sup>, 2020 @ 12:00 PM;  
LOWER HALL, ARTHUR & AREA COMMUNITY CENTRE**

**Members Present:**

Chair Jim Taylor  
Gail Donald  
Bonny McDougall  
Linda Hruska  
Robert MacDonald  
Lisa Hern, Councillor

**Members Absent:**

Penny Renken  
Gary Pundsack

**Staff Present:**

Dale Small, Economic Development Officer  
Mandy Jones, Community Recreation Coordinator  
Tasha Grafos, Administrative Support

A light lunch was provided and enjoyed prior to starting the meeting

**CALLING TO ORDER –**

EDO Dale opened the meeting at 12:17am and Chair Jim Taylor called the meeting to order at 12:19pm

**ADOPTION OF THE AGENDA – Chair Taylor**

RESOLUTION: CRT2020-005

Moved: Bonny McDougall

Seconded: Robert MacDonald

*THAT the agenda for the October 22, 2020 Cultural Roundtable Committee meeting be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

None

**MINUTES OF PREVIOUS MEETING – June 18, 2020 (approved at Council on July 13, 2020)**

**PRESENTATION – Mandy Jones, Community Recreation Coordinator**

A tour of the **Lynes Blacksmith Shop** website [www.lynesblacksmithshop.org](http://www.lynesblacksmithshop.org)

The Homepage promotes special events and how to get there. The Let's Chat button opens and sends an email to Kate Rowley or team member that they will respond to. Planning your visit, you will see some volunteer photos and there is information here about planning a tour of the shop.

Restoration Project – A photo Heritage stone mason, Steve Walker, and the restoration process of the blacksmith shop as well as background information about what the project is about. History – a photo of James Lynes Senior and a photo of a note was still hanging the first-time people went in. Special Events are on hold this year but will move forward when we can. Donation page – receipts are issued for donations over \$25. Contact us page – about the volunteers and committee. Award tab – shows the A.K. Sculthorpe Award for Advocacy.

**Q&A**

Chair – How will the guided tours happen? Community Recreation Coordinator – The understanding is that tours will be organized for a committee, for example schools, Cultural Roundtable, etc.

Chair – what percentage of the restoration is complete? Community Recreation Coordinator – Windows went in, doors are plywood right now (these will need to be replaced), roof has to be done, second floor needs renovations. The building is not currently accessible.

Linda Hruska – What are the guidelines for preservation in terms heritage? Community Recreation Coordinator – The township does not have a heritage designation policy. Looking to Wellington County Museum & Archives for direction to bring to natural and operational state. EDO – A lack of a heritage policy could mean that a historical building could be removed, however demolition permits and building Permits would be required so there is still a process. Preservation is important and the committee is doing well. The accessibility issue will need to be addressed.

**Recreation Signage:** Way finding signs for recreation amenities are coming – these will follow the branding of the new Welcome to Mount Forest signs for Mount Forest. In Mount Forest, the signs will be located at Hwy 89 & 6, Birmingham & 89, and King Street & Highway 6.

In Arthur, the signs will follow the branding already in place (poppies). The signs will be at Hwy 6 & Frederick, at Frederick at the roundabout and at the Conn road and Tucker Street.

These signs will give direction for Facilities, splash pads. Pools, diamonds, fields, etc. The signs were presented to chambers last week with great feedback. We are aiming to have these up this fall.

**Wellington North Trails:** Usage has dramatically increased since COVID. A call for volunteers' ads were placed and well responded to. We have new Points of Interest signs to be installed along the trails. Thank you to Councillor Hern who helped get the signage from Wellington Federation of Agriculture that we can customize to our branding. In Arthur these will be at the Rail Trail and in Mount Forest at the Saugeen Trail. This is former farmland and provides some history.

**Volunteer Engagement:** Cultural Roundtable will recall we had the People and Information Network (PIN) at our February 20<sup>th</sup> meeting to get our perspective. The PIN recently gave presentation to Council and our Senior Team is meeting next week to discuss next steps including some sort of volunteer recognition.

Q&A

Chair – Splash pads, did they open? Community Recreation Coordinator – Yes, very successfully. In Mount Forest expected usage was exceeded. The First summer was great.

Chair – Did the kids social distance? Community Recreation Coordinator - Signage was in place to direct the residents. They were respected and followed. We had no complaints.

Linda Hruska – On the trail sign at Glasgow street, Glasgow is spelled wrong. Pavilion on north side is correct.

Community Recreation Coordinator – Thank you, we will get sticker for over top of that to correct.

#### UPDATE FROM THE CHAIR

Chair Jim provided an update on the letter of support he provided for the New Horizons for Seniors Grant application and asked EDO Dale Small to speak to this. Dale advised in 2019 we received funding for the purpose of hiring someone to go out into the community and train seniors on how to use technology. We had purchased 30 iPads for this purpose. This was all put on hold when the pandemic began. Instead of holding our grant money until the pandemic ends, the Federal government suggested using the funds to support seniors in our area during COVID 19. Of the purchased iPads, we loaned 5 to each Long-Term Care and Retirement home in Wellington North and Minto, so that staff there could help the seniors use this technology to stay in touch with family and friends. We also made some donations to foodbanks. We will now be reapplying for the funding to do the original plan in 2021.

Chair would like to step down as chairman this year and is satisfied with the results of the committee. The committee should be looking for new leadership and develop an election process. EDO: It is probably time to renew our cultural plan, see if we have done what we set out to accomplish in the original plan, dated November 2013. The committee needs to look at the future of the committee and redefine what the focus is and renew the committee members by adding new members and at that time we can accept the chair's resignation & hopefully approve new members. It is time to go to Council with a progress report and understand what Council would like to see from the Committee. Council may have some ideas on where we should focus.

Next meeting, we can roundtable with fresh ideas and we should examine how we do things, geographic representation and we need to try and involve the arts community more, with creative arts representatives.

**BUSINESS ARISING FROM THE MINUTES****1. Cultural Moment** discussion and input for Council Meetings

- Update topics and schedule and prepare list for remainder of year and into 2021

EDO: It would be good to get some of these into the Council agenda. Email to EDO, there could be three ideas per council meeting. Goal: try to send a new topic to Dale between now and next meeting in February.

TOPIC	RESPONSIBILITY	Council Meeting
Women's Institute	Bonny	Completed for May 4 <sup>th</sup> council meeting
Arthur Lion's Club & Skateboard Park	Mandy	Completed for June 1 <sup>st</sup> council meeting
Ian Turner	Gail	Completed for June 22 <sup>nd</sup> council meeting
Monck	Penny	TBD/was to be March 30 <sup>th</sup>
Horticultural Society	Linda	TBD/was to be April 27 <sup>th</sup>
The Grotto	Gail	TBD/was to be July 6 <sup>th</sup> (replaced by Ian T)
Damascus	Gary	TBD/ was to be August 3 <sup>d</sup>
Rothwell Apple Farm	Penny	TBD/ was to be September 7 <sup>th</sup>
88.7 The River	Dale	TBD/ was to be October 12 <sup>th</sup>
Remembrance Day	Gail	TBD/ was to be October 27 <sup>th</sup>
Family Christmas	Robert	TBD/ was to be Nov 25 <sup>th</sup>

**2. Wellington North Farmers Market Update**

- Requirements as a result of COVID 19
- Overview of Vendors and products
- Impacts of moving from Friday afternoon to Saturday mornings
- Sidewalk Saturday and move to Main Street
- Backyard Bounties and potential for Arthur Farmers market in 2021

EDO: It was a great year, very successful. Moving to Saturday was a good decision. Hoping to start a market in Arthur next year. Partnered with Backyard Bounties for the Sidewalk Saturdays in Arthur to open a market during these days. It is our hope to work with Nicole of Backyard Bounties to open a regular famers' market in Arthur next year.

**3. Cultural Roundtable Grants & Donations**

- \$ 500.00 donation to Arthur Fall Fair
- \$ 500.00 donation to the Metz Pumpkinfest

EDO: Some donations/grants were given out. No reason to not continue this program into 2021. We should go to council to get the same level of support.

**4. Simply Explore Culture website**

- Hope would be to get a committee member to take on as a project
- First step would be to do a review and edit of current listings
- Second step would be to identify and input new listings

Chair: website does need some updating. A new look should be developed for next year.

EDO: Now that we have discussed refreshing the committee, the website should also be considered.

Chair: This project may need some leadership, if anyone is interested, this is something to think about by next meeting.



**5. MEMBERS PRIVILEGE/ROUNDTABLE****ALL**

- **Historical Site Designation Project**

Chair: On hold. There was a plan to hire someone to be in the archives.

- **Find A Grave Project**

Bonny McDougall: This project is now finished with the Mount Forest Cemetery, 83% complete. This is as complete as it can be due to the lack of markers.

- **Wellington North Culture Days**

EDO – cancelled this year. Some communities did virtual, this maybe did not suit our facilities. September 2021

- **Roundtable updates (Live2Lead tickets for October 22<sup>nd</sup> or November 20<sup>th</sup>)**

EDO – Penny attended the October. Anyone that would like to attend by Zoom on November 20th, Dale would like to cover this. Penny enjoyed the session.

Bonny McDougall: Made decision to cancel Pumpkinfest. We did go forward with the weigh in 480lbs Centre Wellington was the largest pumpkin. Looking forward to next year.

Linda Hruska: Quilters Guild last met in March. Everything since has been cancelled. The group does not plan to meet again until April 2021.

Robert McDonald: Ag Society Beef sit down dinner was cancelled but we offered a Drive Thru. Sold about 300 dinners. Organized a quilt tour and a drive through town. W Luther calf club had a virtual show. A very successful virtual pony show, two out of province entries and a judge from Scotland.

Gail Donald: Related to the Quilt tour – it was a great success. Lots of traffic, pedestrian, and vehicles. The trails have been the only group that has been out doing things. A call for volunteers resulted in about six new volunteers. An article about Arthur was in the Toronto Star on Sept 9<sup>th</sup> and this has drawn a lot of attention! Since then, when the archives is open, Wednesdays 1pm – 3pm, there have been visitors looking for more information. The Facebook page has been very active. Gail's two years as president of the archives is coming up in January, at this time, we would look for a new president. Not sure how that would proceed for this year.

Lisa: BMX Park – hoping to get into a classroom, maybe virtually, to get input.

**NEXT MEETING**

Resolution: CRT2020-006

Moved: Linda

Seconded: Bonny

*THAT the Cultural Roundtable Committee's next meeting be scheduled for February 20<sup>th</sup>, 2021*

CARRIED

- Suggestion to move to quarterly roundtable meetings in 2021
  - February 20<sup>th</sup>, 2021
  - May 21<sup>st</sup>, 2021
  - August 20<sup>th</sup>, 2021
  - November 19<sup>th</sup>, 2021
- Agreement to continue with 12pm start time and decision to hold in-person or via ZOOM will be made closer to the date of the meeting.

**ADJOURNMENT**

Resolution: CRT2020-007

Moved: Jim Taylor

*THAT the Cultural Roundtable Committee meeting be adjourned at 1:54pm* CARRIED

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES  
TUESDAY, NOVEMBER 3, 2020 @ 8:30 A.M.  
VIA WEB CONFERENCING**

**Committee Members Present:**

- Steve McCabe, Councillor, Chair
- Dan Yake, Councillor
- Brian Milne, Deputy Mayor, Township of Southgate

**Staff Members Present:**

- Mike Givens, CAO
- Matthew Aston, Director of Operations
- Tom Bowden, Recreation Services Manager
- Mandy Jones, Community Recreation Coordinator
- Tasha Grafos, Administrative Support
- Karren Wallace, Director of Legislative Services/Clerk

<b>Calling to Order</b>
Chair McCabe called meeting to order at 8:30 a.m.
<b>Adoption of Agenda</b>
<p>RESOLUTION RPL 2020-044  Moved by Member Milne  Seconded by Member Yake  <i>THAT the agenda for the November 3, 2020 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>  <b>CARRIED</b></p>
<b>Disclosure of Pecuniary Interest</b>
None
<b>Minutes of Previous Meeting – October 6, 2020 (approved by Council on October 13, 2020)</b>
Received.
<b>Business Arising From Minutes</b>

1. OPS 2020-030 ICIP COVID-19 Resiliency Stream

RESOLUTION 2020-045

Moved by Member Yake

Seconded Member Milne

*THAT Council of the Township of Wellington North receive Report OPS 2020-030 being a report on the ICIP COVID-19 Stream;*

*AND FURTHER THAT Committee recommend Council approve the following project for submission to the ICIP COVID-19 Stream:*

*A: Front Entrance and Change Room / Hallway Upgrades at the Arthur and Area Community Centre; and*

*B: Trail Upgrades to Support Active Transportation;*

*AND FURTHER THAT Committee recommend Council acknowledge that these projects, if approved through the ICIP COVID-19 stream may require Township financial contribution.*

CARRIED

The Township of Wellington North will complete two applications for the ICIP COVID-19 Resilience Stream. The implementation timeline is strict, with a start date no later than September 30, 2021 and a completion date by December 31, 2021.

FACILITY REOPENING

The Arthur and Mount Forest Arenas have been open for a couple of weeks for our minor sports organizations. The focus has now shifted to adult leagues and local private rentals in phase two. Staff are working to have indoor walking opportunities available to the community by mid-November. The Recreation division has hired additional staff through a County program to support the extra cleaning and sanitizing requirements. Committee members expressed their appreciation of staff for their work.

Facility Reopening videos of Arthur and Mount Forest were played for Committee. These videos have been uploaded to YouTube and will be shared with renters as a way to explain the new safety procedures in the facilities.

**Deputation**

None

**Ad Hoc Committee Updates**

- Mount Forest Aquatics Committee

RESOLUTION RPL 2020-046

Moved by Member Yake

Seconded by Member Milne

*THAT the Recreation, Parks and Leisure Committee of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting held on October 27, 2020.*

*THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee recommend to the Recreation, Parks and Leisure Committee that Larissa Lamont be formally added as a Committee member.*

**CARRIED**

There is currently a funding gap of approximately \$2,500.00 for the Splash Pad project. The site still requires fencing and signage. Water usage at the splash pad was higher than anticipated; staff expect to see reduced water use in subsequent years. The Aquatics Committee will be shifting focus to the Mount Forest Swimming Pool with plans to launch a fundraising program around June 2021.

- Arthur BMX/Skateboard Park

Fundraising efforts continue. The Lions Club received a donation from Wightman Telecom in the amount of \$2,000.00 and on November 26, 2020, the Arthur Lions Club will be hosting a drive-thru Chicken BBQ Dinner at the Arthur Community Centre. The Committee is working with Mr. Cox to virtually meet with his Grade 6 class at Arthur Public School again, gaining perspective, insight and building engagement with the youth.

**Reports**

**WAYFINDING SIGNS FOR RECREATION AMENITIES (VERBAL)**

Staff met with the Mount Forest and Arthur Chambers of Commerce in October to discuss the design and layout options of the wayfinding signage. Based on the feedback received, staff provided Committee with a design for both Arthur and Mount Forest. The signs are the same shape and size, and branding will be individualized to reflect the updated entrance signs in each community. Recreation is working with economic development in identifying recreation and community amenities to be showcased on the signage.

**Items for Consideration**

**New Business/Roundtable**

**Adjournment**

RESOLUTION RPL 2020-047

Moved by Milne

Seconded by Yake

*THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of November 3, 2020 be adjourned at 9:14 a.m.*

**CARRIED**

Next meeting will be December 8<sup>th</sup>, 2020 at 8:30am



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 9, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-029, Consent Application B76-20 David, Margaret & Roger McAlister

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-029 being a report on Consent Application (Severance) B76-20 known as Part Lot 18, Concession 2 in the former Township of West Luther.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B76-20 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 enter into an agreement apportioning future maintenance costs on the Mainland Municipal Drain; and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain.
- **THAT** driveway access can be provided to the retained lands to the satisfaction of the local municipality; and
- **THAT** the retained lands be rezoned to restrict the residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department.

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

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

N/A

### BACKGROUND

The subject property is located in the South East quadrant of the Township and is geographically known as 8737 Line 2, former Township of West Luther.

Proposed severance is 0.8 hectares with 9m frontage, existing and proposed rural residential use with existing dwelling & garage.

Retained parcel is 40 hectares with 295m frontage, existing and proposed agricultural use. Existing shed to be removed.

### FINANCIAL CONSIDERATIONS

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

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 28103-20 prepared by Jeffrey E. Buisman at Van Harten Surveying Inc., dated September 30, 2020.
- APPENDIX B:
  - Michelle Innocente, Planner  
Planning and Development Department, County of Wellington: Report

### STRATEGIC PLAN 2019 – 2022

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

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

*Tammy Pringle*

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

*Michael Givens*

SEVERANCE SKETCH

PART OF LOT 18, CONCESSION 2

GEOGRAPHIC TOWNSHIP OF WEST LUTHER

TOWNSHIP OF WELLINGTON NORTH

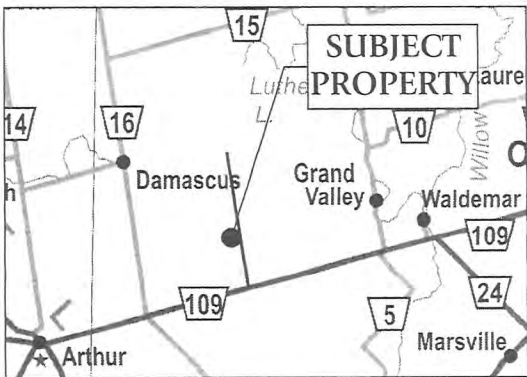
COUNTY OF WELLINGTON

SCALE 1 : 4000



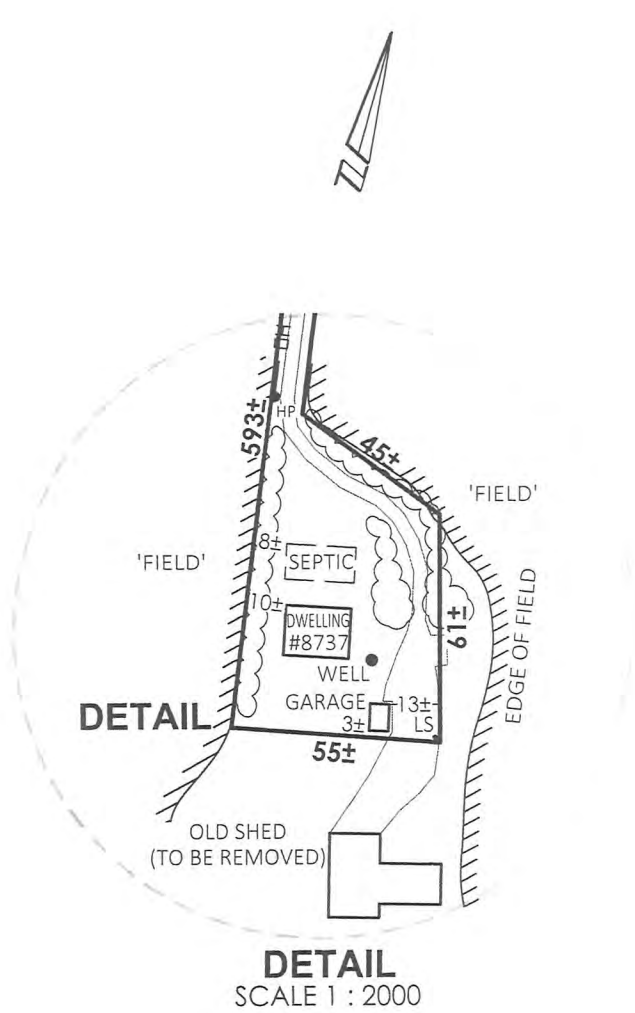
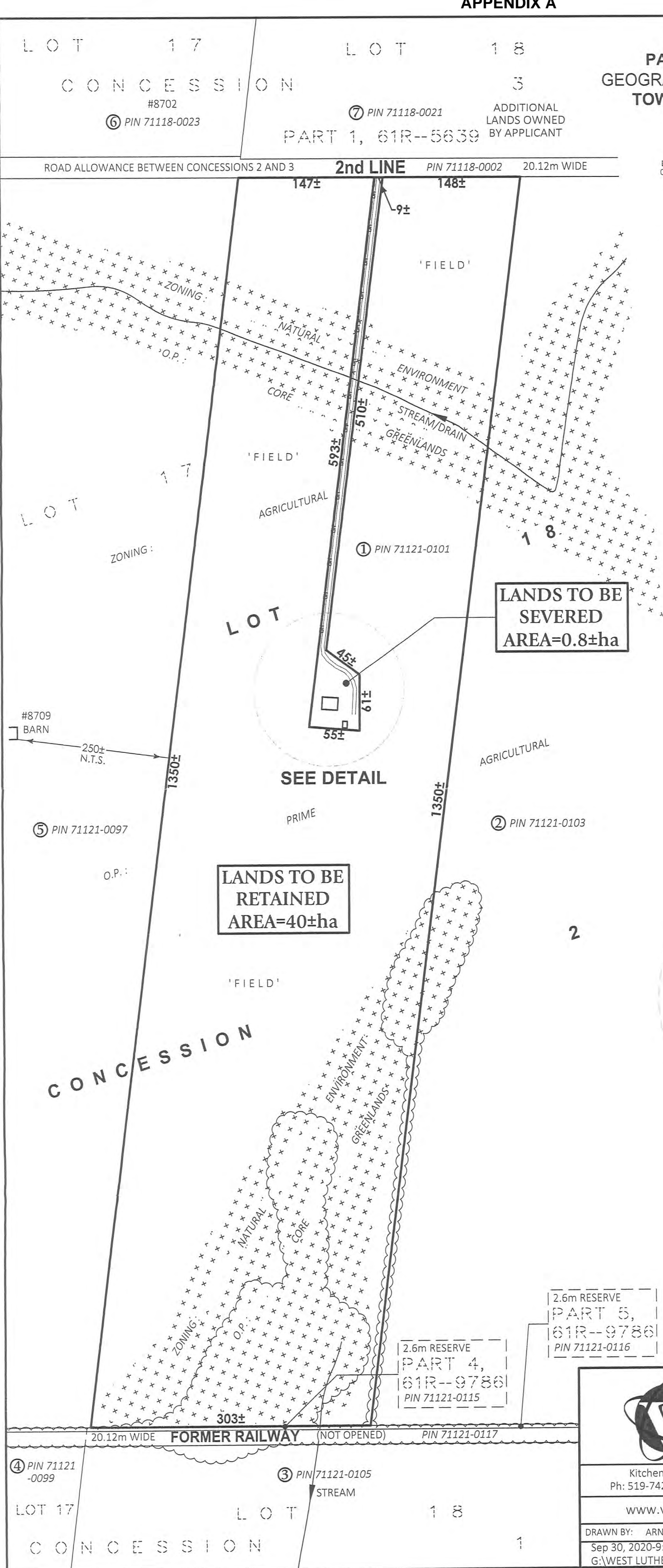
VAN HARTEN SURVEYING INC.

KEYMAP



NOTES:

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



THIS SKETCH WAS PREPARED ON THE 30th DAY OF SEPTEMBER 2020

JEFFREY E. BUISMAN  
ONTARIO LAND SURVEYOR

**Van Harten**  
SURVEYING INC.  
LAND SURVEYORS and ENGINEERS

Kitchener Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
www.vanharten.com		info@vanharten.com
DRAWN BY: ARN	CHECKED BY: JEB	PROJECT No. 28103-20
Sep 30, 2020-9:59:16 AM G:\WEST LUTHER\con 2\acad\SEV LOT 18 (McALISTER) UTM.dwg		



<b>Application</b>	B76/20
<b>Location</b>	Part Lot 18, Concession 2 TOWNSHIP OF WELLINGTON NORTH (West Luther)
<b>Applicant/Owner</b>	David, Margaret & Roger McAlister

**PRELIMINARY PLANNING OPINION:** This application would sever a 0.8 ha (2 ac) parcel with an existing dwelling and garage. A 40 ha (98.8 ac) agricultural parcel would be retained with existing shed/barn to be removed. This application is being submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and generally conforms to the Official Plan; we would have no concerns provided that following can be addressed as a condition of approval:

- a) That driveway access can be provided to the retained lands to the satisfaction of the local municipality;
- b) That the retained lands be rezoned to restrict the residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department; and,
- c) That MDS compliance to the barn be achieved to the satisfaction of the County of Wellington Planning and Development Department.

**A PLACE TO GROW:** No issues

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

With respect to Minimum Distance Separation (MDS), there is a barn on the retained lands that the application states will be removed, a condition regarding MDS compliance has been included.

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

- “a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

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


With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval. In terms of the overall farm operation, we have been provided with a Farm Information Form dated September 9, 2020, which includes a list of other farm holdings owned by the applicants, which demonstrates that this application would constitute a farm consolidation.

The matters under section 10.1.3 were also considered.

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

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A) zone and Natural Environment (NE) zone. The retained lands will need to be rezoned to restrict residential development as a condition of approval. Both the severed and retained lands meet the minimum lot area and frontage requirements of the Agricultural zone.

**SITE VISIT INFORMATION:** The subject property has not yet been visited.

  
\_\_\_\_\_  
Michelle Innocente, Senior Planner  
November 2, 2020





# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 9, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-030, Consent Application B78-20 Hewvilla Farms Inc.

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-030 being a report on Consent Application (Severance) B78-20 known as Part Lot 3, Concession EOSR, Divisions 3 & 4 in the former Township of Arthur.

**AND FURTHER THAT** the Council of the Township of Wellington North does not support consent application B78-20 as presented;

**AND FURTHER THAT;** should the Planning & Land Division Committee approve the consent as proposed on application B78-20, the following matters are to be addressed as conditions of approval:

- **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** site servicing can be accommodated on the site to the satisfaction of the local municipality;
- **THAT** the retained lands be rezoned to remove the second dwelling permission; and,
- **THAT** the severed lands be rezoned to Agricultural (A) zone.

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

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

N/A

### BACKGROUND

The subject property is located in the North East quadrant of the Township and is geographically known as 9851 Highway 6, former Township of Arthur. (Corner of Highway 6 and Sideroad 2 E.)

Proposed severance is 260' fr x 730' = 4.36 acres, existing and proposed rural residential use with existing house, shed & silo.

Retained parcel is 44.155 acres with 764.6' frontage existing and proposed residential and agricultural use with existing house, coverall building and brick & vinyl building.

### FINANCIAL CONSIDERATIONS

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

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 4-EOSR ARTHUR prepared by Derek Graham at Derek G. Graham Limited, dated October 5, 2020.
- APPENDIX B:
  - Michelle Innocente, Planner  
Planning and Development Department, County of Wellington: Report

### STRATEGIC PLAN 2019 – 2022

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

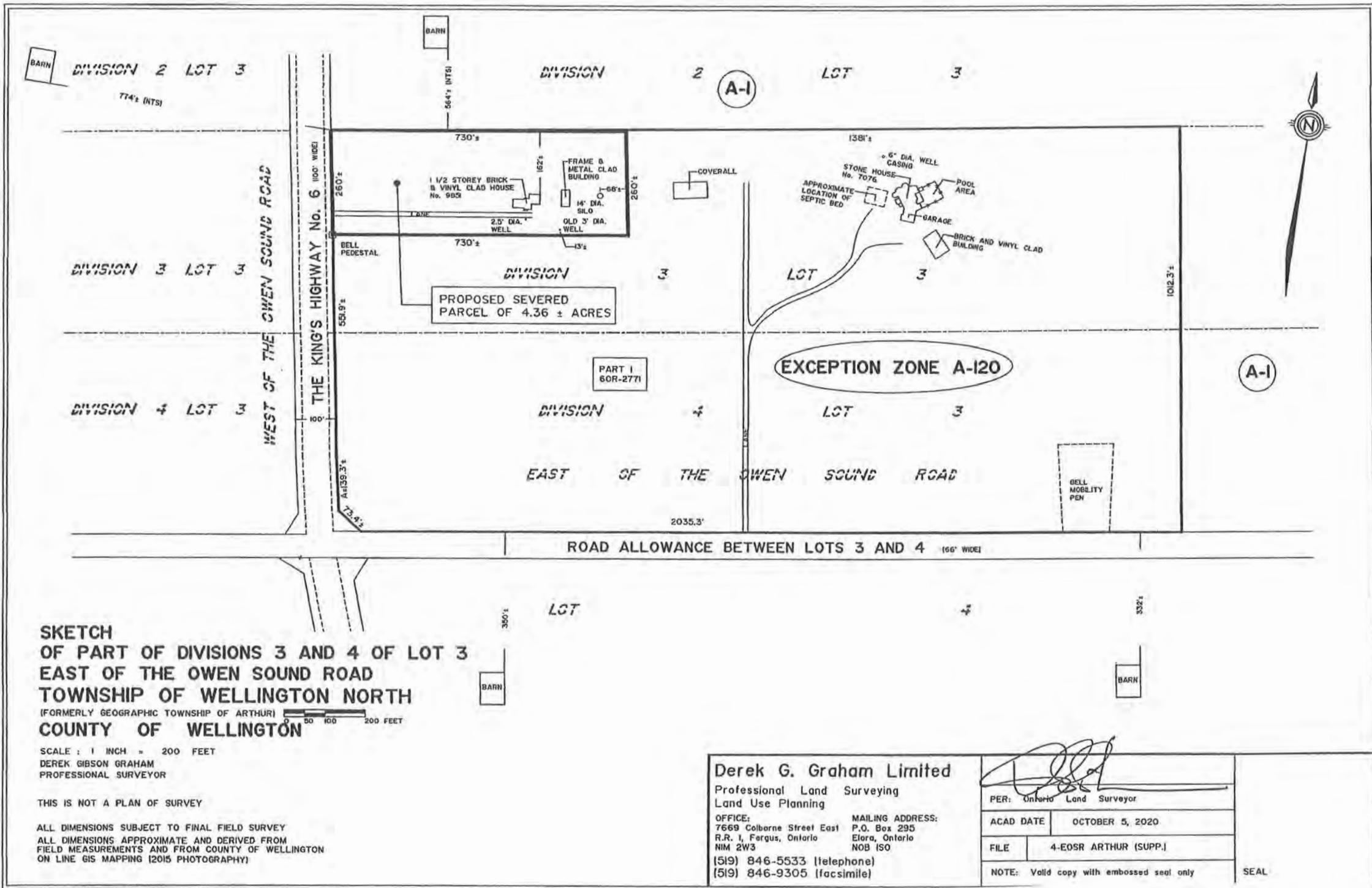
**Prepared By:** Tammy Pringle, Development Clerk

*Tammy Pringle*

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

*Michael Givens*

APPENDIX A





Application	B78/20
Location	Part Lot 2, Conc EOSR, Div 3 & 4 TOWNSHIP OF WELLINGTON NORTH (Arthur Township)
Applicant/Owner	Hewvilla Farms Inc.

**PRELIMINARY PLANNING OPINION:** This application is to sever a 1.76 ha (4.36 ac) rural residential parcel with existing house, shed and silo in the Prime Agricultural area. A 17.9 ha (44.2 ac) parcel would be retained with an existing dwelling and accessory buildings.

The lot creation policies in the Prime Agricultural designation as well as policies within the Provincial Policy Statement do not permit the creation of the proposed residential lot. Although the application indicates that the proposed consent has been applied for under the surplus farm dwelling criteria it cannot be considered as such because the surplus dwelling is not the result of a farm consolidation but rather the result of constructing a second dwelling (building permit issued 2012) on the property. As such, we have reviewed the application as a residential consent within the Prime Agricultural area.

The application is not consistent with the PPS or the County Official Plan and therefore we do not support the proposed creation of a new lot.

- Should the Committee approve this application we would recommend the following conditions:
- a) That site servicing can be accommodated on the site to the satisfaction of the local municipality; and,
  - b) That MDS compliance be achieved to the satisfaction of the County of Wellington Planning and Development Department.
  - c) That the retained lands be rezoned to remove the second dwelling permission.
  - d) That the severed lands be rezoned to Agricultural (A) zone.

**PLACES TO GROW:** No issues

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- a) Agricultural uses, provided lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- b) Agricultural-related uses, provided that any new lots will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;
- c) **A residence surplus to a farming operation...**; and
- d) Infrastructure, where the facility or corridor cannot be accommodated through the use of easements or right-of-ways.”

Furthermore, section 2.3.4.3 states, “the creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 2.3.4.1(c)”.

Although the application indicates that the proposed consent has been applied for under the surplus farm dwelling criteria it cannot be considered as such because the surplus dwelling is not the result of a farm consolidation rather the result of constructing a second dwelling on the property. Therefore, the application has been reviewed as a proposed rural residential lot and this is not a permitted form of lot creation under the PPS.

With respect to Minimum Distance Separation 1 (MDS1), we have been provided with a Farm Data Sheet for the operation on the retained lands. Based upon our calculations a separation distance of 93 metres from the barn is required from the proposed severed lands. However, the location of the barn on the retained lands is unclear on the survey sketch provided with the application. Should the Committee approve the application, a condition regarding MDS compliance has been recommended.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. The Greenlands designation protects hazard lands.

**With respect to reviewing the application as a rural residential severance:**

According to section 10.3.1, lot creation in prime agricultural areas will be restricted to the following:

- a) Agricultural uses;
- b) Agriculture-related uses;
- c) A residence surplus to a farming operation;
- d) Lot line adjustments
- e) Community service facilities.

The proposed rural residential consent is not permitted within the Prime Agricultural designation.



**Pg.2...B78/20**

**With respect to reviewing the application as a surplus farm dwelling severance:**

According to section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation **as a result of farm consolidation**, provided that:

- a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

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

The application does not indicate that a farm consolidation has been proposed. The proposed consent application is not consistent with the lot creation policies in the Prime Agricultural designation.

**Background:**

In 2012 the owner of the property applied to the Township of Wellington North to amend the Zoning By-law to permit a second dwelling for farm help to be located outside of the farm cluster. Planning Staff did not support the application and advised Township Council of the following with respect to a future consent application as a result of approving such a zone change: "If the second dwelling were to be permitted and constructed, there would be almost no potential to ever sever one of the dwellings from the farm. The applicant should be aware of this". The application to amend the Zoning By-law to permit the second dwelling was approved by Township Council.

**WELL HEAD PROTECTION AREA:** The lands to be retained are within a WHPA D with a Vulnerability Score of 2.

**LOCAL ZONING BY-LAW:** The subject property is zoned Agricultural (A-120) and Natural Environment (NE). The proposed retained and severed parcels meet the minimum lot area and lot frontage requirements of the Zoning By-law.

**SITE VISIT INFORMATION:** The subject property has not yet been visited.

Michelle Innocente, Senior Planner  
November 3, 2020



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 9, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-031, Consent Application B79-20 2574574 Ontario Inc. c/o Brad Wilson

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-031 being a report on Consent Application (Severance) B79-20 known as Part Park Lot 3, s/s Wellington St., Plan Town of Mount Forest.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B79-20 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 applicant enters into a development agreement with the local municipality for the servicing of both the severed and retained lands to the satisfaction of the local municipality; and,
- **THAT** safe driveway access is provided to the severed 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.

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

N/A

### BACKGROUND

The subject property is located in the North East quadrant of the Town of Mount Forest and is geographically located on the South Side of Wellington Street East, between London Road South and Newfoundland Street, in the town of Mount Forest.

Proposed severance is 14.5m fr x 38.1m = 552 square metres (severed 1 on sketch), existing vacant land for proposed urban residential use.

Retained parcel is 96.4m fr x 38.1m = 0.36 hectares, vacant land for future residential development.

### FINANCIAL CONSIDERATIONS

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

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 28756-20 prepared by Jeffrey E. Buisman at Van Harten Surveying Inc., dated September 30, 2020.
- APPENDIX B:
  - Michelle Innocente, Planner  
Planning and Development Department, County of Wellington: Report

### STRATEGIC PLAN 2019 – 2022

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

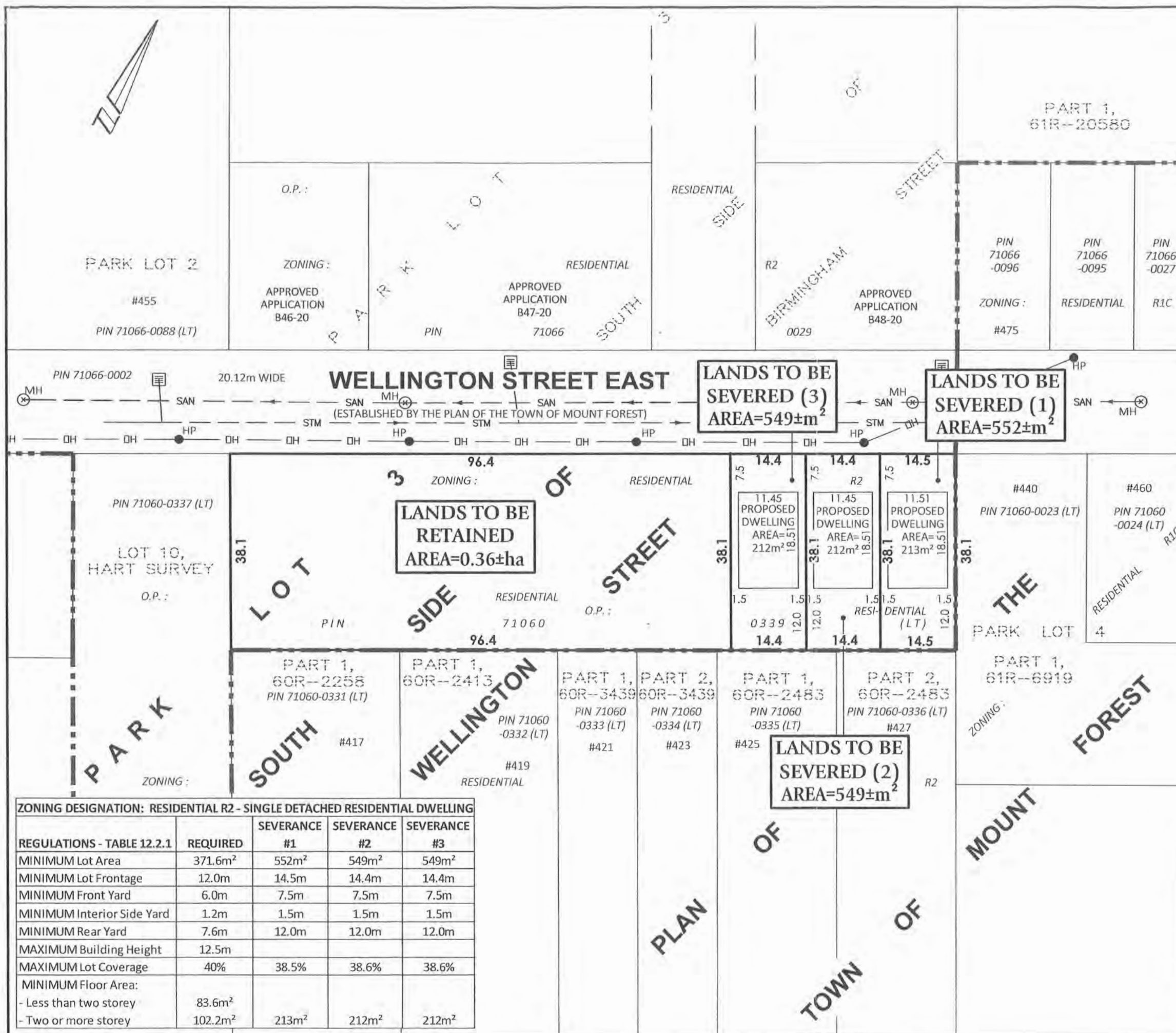
**Prepared By:** Tammy Pringle, Development Clerk

*Tammy Pringle*

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

*Michael Givens*









Application	B79/20, B80/20 & B81/20
Location	Part Park Lot 3, s/s Wellington Street Plan Town of Mount Forest TOWNSHIP OF WELLINGTON NORTH (Mount Forest)
Applicant/Owner	2574574 Ontario Inc. c/o Brad Wilson

**PRELIMINARY PLANNING OPINION:** This application would sever three lots in the Urban Centre of Mount Forest resulting in 3 developable parcels and one retained parcel as follows:

Parcel ID	Lot Area	Frontage
Severed (B79/20) Parcel 1	552 m <sup>2</sup> (5,942 ft <sup>2</sup> )	14.5 m (47.6 ft)
Severed (B80/20) Parcel 2	549 m <sup>2</sup> (5,909 ft <sup>2</sup> )	14.4 m (47.2 ft)
Severed (B81/20) Parcel 3	549 m <sup>2</sup> (5,909 ft <sup>2</sup> )	14.4 m (47.2 ft)
Retained Lands	0.36 ha (0.9 ac)	96.4 m (316.3 ft)

These applications are consistent with Provincial Policy and generally conform to the Official Plan; we would have no concerns provided that following can be addressed as a condition of approval:

- a) That the applicant enters into a development agreement with the local municipality for the servicing of both the severed and retained lands to the satisfaction of the local municipality; and,
- b) That safe driveway access is provided to the severed lands to the satisfaction of the local municipality.

**A PLACE TO GROW:** The Provincial Growth Plan directs the majority of growth to settlement areas as an efficient use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfield.

**PROVINCIAL POLICY STATEMENT (PPS):** No issues.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and located within the Urban Centre of Mount Forest. Section 10.6.2, states that new lots may be created in Urban Centres provided that the lands are appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this plan. Lot creation will normally proceed by plan of subdivision and will be based on the provision of full urban services, wherever such services are available. We are satisfied that a plan of subdivision is not necessary for the creation of the proposed lots.

The matters under Section 10.1.3 were also considered including:

- b) that all lots can be adequately serviced with water, sewage disposal, stormwater management or drainage, fire protection, roads, utilities, solid waste disposal to accepted municipal standards;
- d) that all lots will have safe driveway access to an all-season maintained public road;
- l) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding use.

**WELL HEAD PROTECTION AREA:** The lands to be severed and retained are within a WHPA C with a Vulnerability Score of 6.

**LOCAL ZONING BY-LAW:** The subject property is zoned Residential (R2). The proposed severed and retained lands meet the minimum lot area and frontage requirements of the zone.

**SITE VISIT INFORMATION:** The subject property has not yet been visited.

Michelle Innocente, Senior Planner  
November 2, 2020



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 9, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-032, Consent Application B80-20 2574574 Ontario Inc. c/o Brad Wilson

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-032 being a report on Consent Application (Severance) B80-20 known as Part Park Lot 3, s/s Wellington St., Plan Town of Mount Forest.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B80-20 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 applicant enters into a development agreement with the local municipality for the servicing of both the severed and retained lands to the satisfaction of the local municipality; and,
- **THAT** safe driveway access is provided to the severed 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.

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

N/A

### BACKGROUND

The subject property is located in the North East quadrant of the Town of Mount Forest and is geographically located on the South Side of Wellington Street East, between London Road South and Newfoundland Street, in the town of Mount Forest.

Proposed severance is 14.4m fr x 38.1m = 549 square metres (severed 2 on sketch), existing vacant land for proposed urban residential use.

Retained parcel is 96.4m fr x 38.1m = 0.36 hectares, vacant land for future residential development.

### FINANCIAL CONSIDERATIONS

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

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 28756-20 prepared by Jeffrey E. Buisman at Van Harten Surveying Inc., dated September 30, 2020.
- APPENDIX B:
  - Michelle Innocente, Planner  
Planning and Development Department, County of Wellington: Report

### STRATEGIC PLAN 2019 – 2022

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

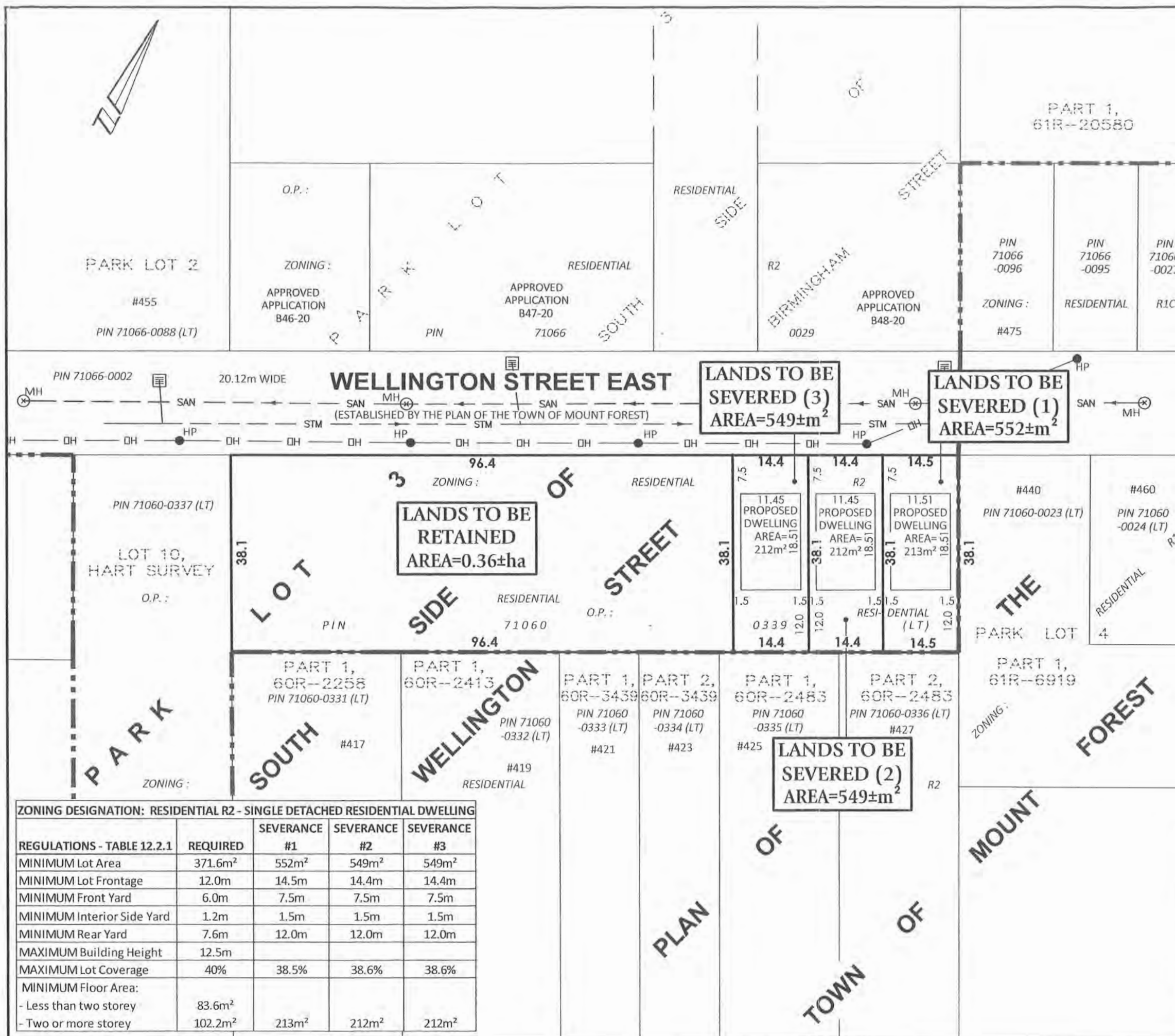
☐ Alignment and Integration

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

*Tammy Pringle*

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

*Michael Givens*





Application	B79/20, B80/20 & B81/20
Location	Part Park Lot 3, s/s Wellington Street Plan Town of Mount Forest TOWNSHIP OF WELLINGTON NORTH (Mount Forest)
Applicant/Owner	2574574 Ontario Inc. c/o Brad Wilson

**PRELIMINARY PLANNING OPINION:** This application would sever three lots in the Urban Centre of Mount Forest resulting in 3 developable parcels and one retained parcel as follows:

Parcel ID	Lot Area	Frontage
Severed (B79/20) Parcel 1	552 m <sup>2</sup> (5,942 ft <sup>2</sup> )	14.5 m (47.6 ft)
Severed (B80/20) Parcel 2	549 m <sup>2</sup> (5,909 ft <sup>2</sup> )	14.4 m (47.2 ft)
Severed (B81/20) Parcel 3	549 m <sup>2</sup> (5,909 ft <sup>2</sup> )	14.4 m (47.2 ft)
Retained Lands	0.36 ha (0.9 ac)	96.4 m (316.3 ft)

These applications are consistent with Provincial Policy and generally conform to the Official Plan; we would have no concerns provided that following can be addressed as a condition of approval:

- a) That the applicant enters into a development agreement with the local municipality for the servicing of both the severed and retained lands to the satisfaction of the local municipality; and,
- b) That safe driveway access is provided to the severed lands to the satisfaction of the local municipality.

**A PLACE TO GROW:** The Provincial Growth Plan directs the majority of growth to settlement areas as an efficient use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfield.

**PROVINCIAL POLICY STATEMENT (PPS):** No issues.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and located within the Urban Centre of Mount Forest. Section 10.6.2, states that new lots may be created in Urban Centres provided that the lands are appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this plan. Lot creation will normally proceed by plan of subdivision and will be based on the provision of full urban services, wherever such services are available. We are satisfied that a plan of subdivision is not necessary for the creation of the proposed lots.


The matters under Section 10.1.3 were also considered including:

- b) that all lots can be adequately serviced with water, sewage disposal, stormwater management or drainage, fire protection, roads, utilities, solid waste disposal to accepted municipal standards;
- d) that all lots will have safe driveway access to an all-season maintained public road;
- l) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding use.

**WELL HEAD PROTECTION AREA:** The lands to be severed and retained are within a WHPA C with a Vulnerability Score of 6.

**LOCAL ZONING BY-LAW:** The subject property is zoned Residential (R2). The proposed severed and retained lands meet the minimum lot area and frontage requirements of the zone.

**SITE VISIT INFORMATION:** The subject property has not yet been visited.

  
Michelle Innocente, Senior Planner  
November 2, 2020





# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 9, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-033, Consent Application B81-20 2574574 Ontario Inc. c/o Brad Wilson

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-033 being a report on Consent Application (Severance) B81-20 known as Part Park Lot 3, s/s Wellington St., Plan Town of Mount Forest.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B81-20 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 applicant enters into a development agreement with the local municipality for the servicing of both the severed and retained lands to the satisfaction of the local municipality; and,
- **THAT** safe driveway access is provided to the severed 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.

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

N/A

### BACKGROUND

The subject property is located in the North East quadrant of the Town of Mount Forest and is geographically located on the South Side of Wellington Street East, between London Road South and Newfoundland Street, in the town of Mount Forest.

Proposed severance is 14.4m fr x 38.1m = 549 square metres (severed 3 on sketch), existing vacant land for proposed urban residential use.

Retained parcel is 96.4m fr x 38.1m = 0.36 hectares, vacant land for future residential development.

### FINANCIAL CONSIDERATIONS

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

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 28756-20 prepared by Jeffrey E. Buisman at Van Harten Surveying Inc., dated September 30, 2020.
- APPENDIX B:
  - Michelle Innocente, Planner  
Planning and Development Department, County of Wellington: Report

### STRATEGIC PLAN 2019 – 2022

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

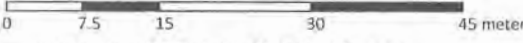
**Prepared By:** Tammy Pringle, Development Clerk

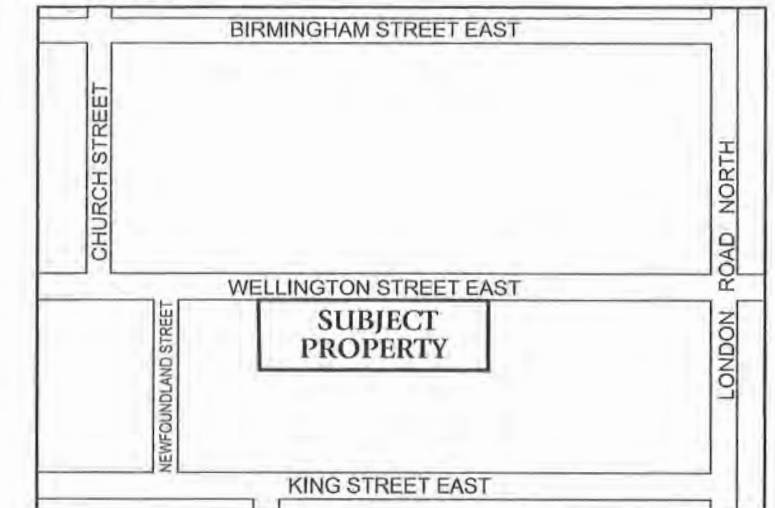
*Tammy Pringle*

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

*Michael Givens*

**SEVERANCE SKETCH**  
**PART OF PARK LOT 3**  
**SOUTH SIDE OF WELLINGTON STREET**  
**PLAN OF THE TOWN OF MOUNT FOREST**  
**FORMERLY TOWN OF MOUNT FOREST**  
**TOWNSHIP OF WELLINGTON NORTH**  
**COUNTY OF WELLINGTON**

SCALE 1 : 750  
  
 VAN HARTEN SURVEYING INC.

**KEY MAP****NOTES:**

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED RESIDENTIAL (R2).
3. SUBJECT LANDS HAVE A COUNTY OFFICIAL PLAN DESIGNATION OF RESIDENTIAL.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.

--- O.P. : BUILT BOUNDARY

THIS SKETCH WAS PREPARED ON  
 THE 30th DAY OF SEPTEMBER 2020

  
 JEFFREY E. BUISMAN  
 ONTARIO LAND SURVEYOR



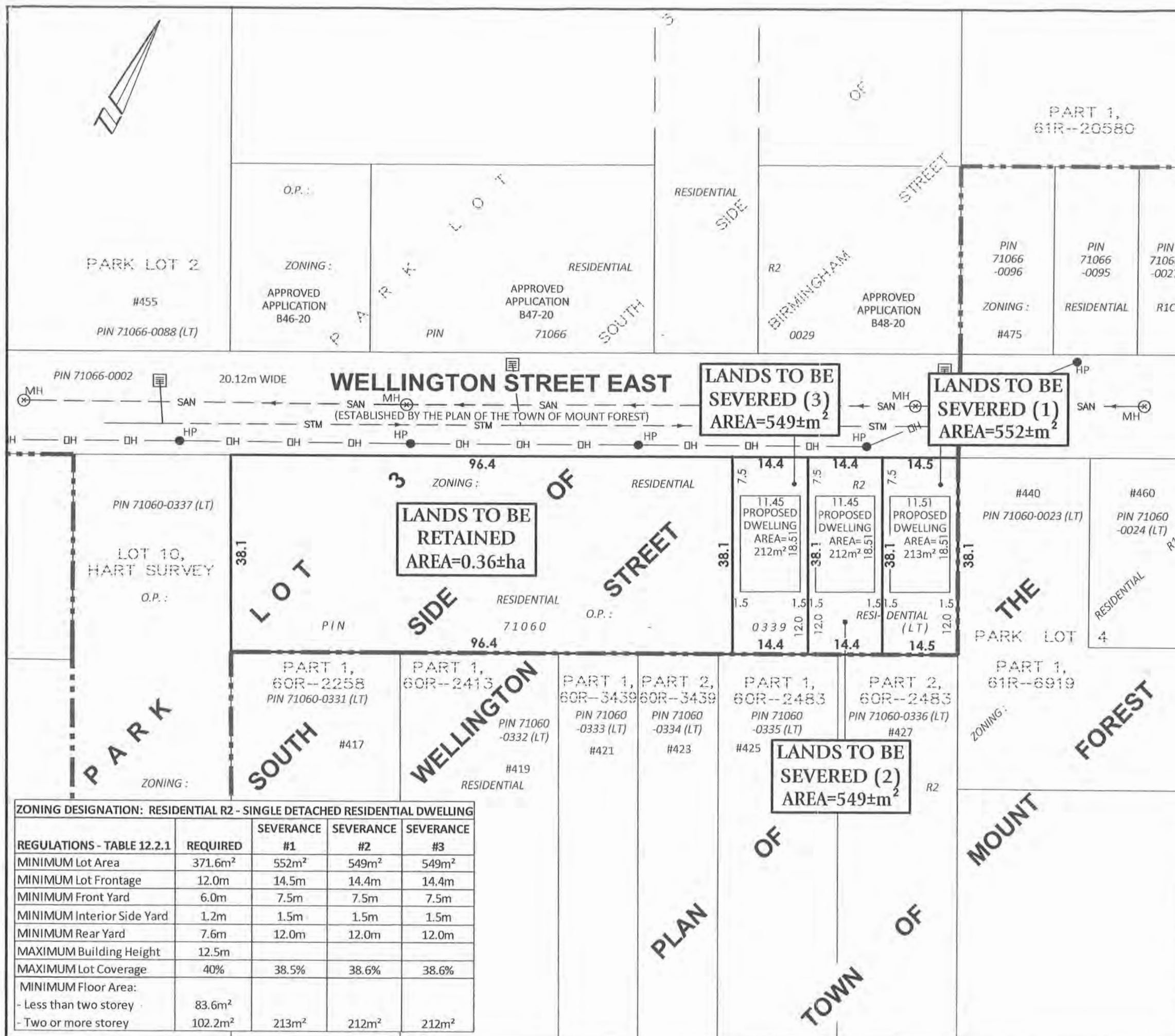
**Van Harten**  
 SURVEYING INC.  
 LAND SURVEYORS and ENGINEERS

Elmira Ph: 519-669-5070	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
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www.vanharten.com      info@vanharten.com

DRAWN BY: ARN	CHECKED BY: JEB	PROJECT No. 28756-20
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Sep 30, 2020 - 10:40am  
 G:\MOUNT FOREST\PLAN OF MOUNT FOREST\ACAD\SEV PKLT3 (WILSON) SOUTH UTM 1.dwg







Application	B79/20, B80/20 & B81/20
Location	Part Park Lot 3, s/s Wellington Street Plan Town of Mount Forest TOWNSHIP OF WELLINGTON NORTH (Mount Forest)
Applicant/Owner	2574574 Ontario Inc. c/o Brad Wilson

**PRELIMINARY PLANNING OPINION:** This application would sever three lots in the Urban Centre of Mount Forest resulting in 3 developable parcels and one retained parcel as follows:

Parcel ID	Lot Area	Frontage
Severed (B79/20) Parcel 1	552 m <sup>2</sup> (5,942 ft <sup>2</sup> )	14.5 m (47.6 ft)
Severed (B80/20) Parcel 2	549 m <sup>2</sup> (5,909 ft <sup>2</sup> )	14.4 m (47.2 ft)
Severed (B81/20) Parcel 3	549 m <sup>2</sup> (5,909 ft <sup>2</sup> )	14.4 m (47.2 ft)
Retained Lands	0.36 ha (0.9 ac)	96.4 m (316.3 ft)

These applications are consistent with Provincial Policy and generally conform to the Official Plan; we would have no concerns provided that following can be addressed as a condition of approval:

- a) That the applicant enters into a development agreement with the local municipality for the servicing of both the severed and retained lands to the satisfaction of the local municipality; and,
- b) That safe driveway access is provided to the severed lands to the satisfaction of the local municipality.

**A PLACE TO GROW:** The Provincial Growth Plan directs the majority of growth to settlement areas as an efficient use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfield.

**PROVINCIAL POLICY STATEMENT (PPS):** No issues.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and located within the Urban Centre of Mount Forest. Section 10.6.2, states that new lots may be created in Urban Centres provided that the lands are appropriately zoned. Lots may be created for a variety of community uses subject to the policies of this plan. Lot creation will normally proceed by plan of subdivision and will be based on the provision of full urban services, wherever such services are available. We are satisfied that a plan of subdivision is not necessary for the creation of the proposed lots.

The matters under Section 10.1.3 were also considered including:

- b) that all lots can be adequately serviced with water, sewage disposal, stormwater management or drainage, fire protection, roads, utilities, solid waste disposal to accepted municipal standards;
- d) that all lots will have safe driveway access to an all-season maintained public road;
- l) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding use.

**WELL HEAD PROTECTION AREA:** The lands to be severed and retained are within a WHPA C with a Vulnerability Score of 6.

**LOCAL ZONING BY-LAW:** The subject property is zoned Residential (R2). The proposed severed and retained lands meet the minimum lot area and frontage requirements of the zone.

**SITE VISIT INFORMATION:** The subject property has not yet been visited.

Michelle Innocente, Senior Planner  
November 2, 2020



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council, Meeting of November 9th, 2020  
**From:** Darren Jones, Chief Building Official  
**Subject:** CBO 2020-13 Building Permit Review Period Ending September 30th, 2020

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-13 being the Building Permit Review for the period ending September 30th, 2020.

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

1. CBO 2020-12 Building Permit Review Period Ending August 31st, 2020
2. CBO 2019-16 Building Permit Review Period Ending September 30th, 2019

### BACKGROUND

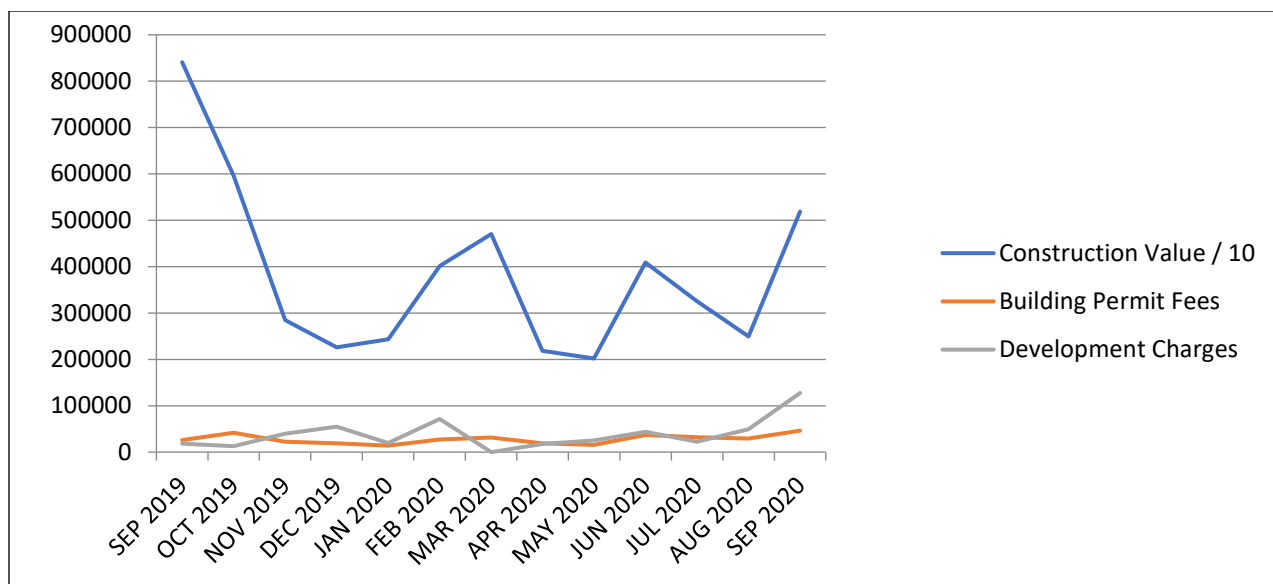
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
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Single Family Dwelling	4	1,630,000.00	12,000.00	41,093.00
Multi Family Dwelling	2	1,200,000.00	17,600.00	75,504.00
Additions / Renovations	1	3,000.00	260.00	0.00
Garages / Sheds	2	36,000.00	763.88	0.00
Pool Enclosures / Decks	1	18,000.00	161.92	0.00

Commercial	2	510,000.00	3,312.66	0.00
Assembly	0	0.00	0.00	0.00
Industrial	3	1,580,000.00	8,692.84	10,884.77
Institutional	0	0.00	0.00	0.00
Agricultural	4	131,000.00	1,760.73	0.00
Sewage System	3	46,000.00	1,560.00	0.00
Demolition	1	30,000.00	130.00	0.00

Total September 2020	23	5,184,000.00	46,242.03	127,481.77
Total Year to Date	190	30,385,300.00	245,633.72	375,652.87

12 Month Average	21	3,453,541.67	27,899.33	40,201.73
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10 Year Monthly Average	24	2,878,345.00	24,262.69	31,072.72
10 Year, Year to Date Average	190	24,218,337.70	218,595.64	372,785.08

### FINANCIAL CONSIDERATIONS

None.

### ATTACHMENTS

None.

### STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☒ Alignment and Integration

**Prepared By:** Darren Jones, Chief Building Official

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



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council, Meeting of November 9th, 2020  
**From:** Darren Jones, Chief Building Official  
**Subject:** CBO 2020-14 Building Permit Review Period Ending October 31st, 2020

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-14 being the Building Permit Review for the period ending October 31st, 2020.

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

1. CBO 2020-13 Building Permit Review Period Ending September 30th, 2020
2. CBO 2019-17 Building Permit Review Period Ending October 31st, 2019

### BACKGROUND

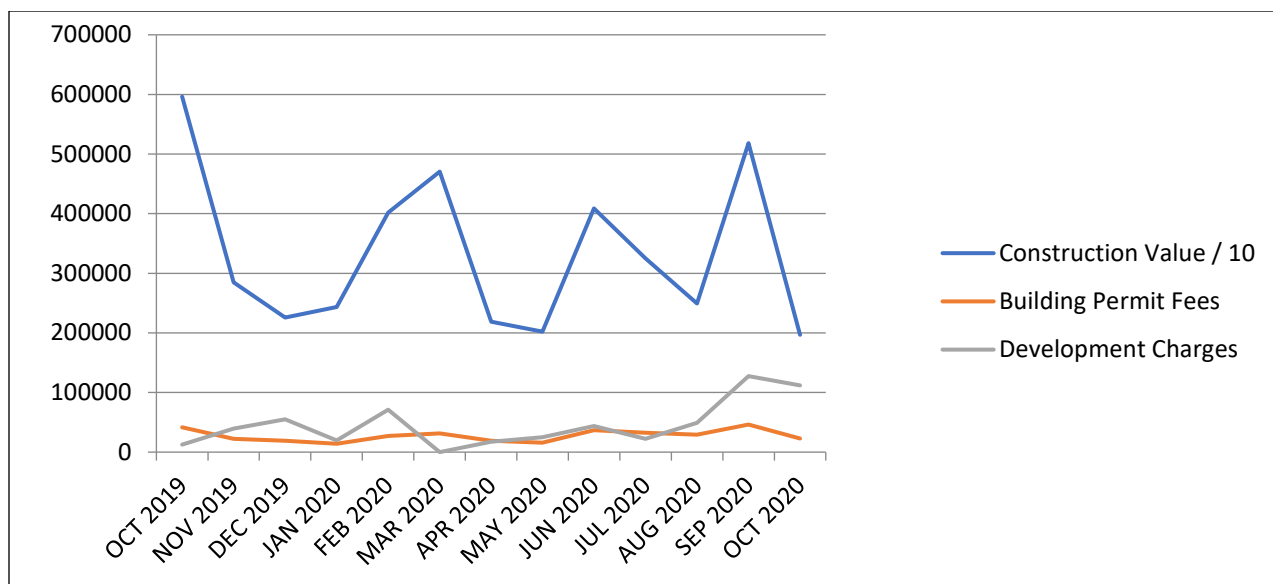
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
---------------------	----------------	--------------------	-------------	---------------------

Single Family Dwelling	0	0.00	0.00	0.00
Multi Family Dwelling	2	1,200,000.00	8,800.00	76,040.00
Additions / Renovations	1	185,000.00	3,264.56	0.00
Garages / Sheds	5	183,500.00	2,661.24	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00

Commercial	1	100,000.00	1,782.32	1,974.75
Assembly	0	0.00	0.00	0.00
Industrial	2	140,000.00	3,120.00	33,750.00
Institutional	0	0.00	0.00	0.00
Agricultural	4	149,500.00	2,883.88	0.00
Sewage System	0	0.00	0.00	0.00
Demolition	1	10,000.00	130.00	0.00

Total October 2020	16	1,968,000.00	22,642.00	111,764.75
Total Year to Date	206	32,353,300.00	268,275.72	478,327.62

12 Month Average	20	3,120,700.00	26,316.66	48,472.64
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10 Year Monthly Average	22	2,724,641.00	28,585.96	104,663.35
10 Year, Year to Date Average	213	26,943,900.70	247,084.90	446,717.39

### FINANCIAL CONSIDERATIONS

None.

### ATTACHMENTS

None.

### STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☒ Alignment and Integration

**Prepared By:** Darren Jones, Chief Building Official

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



## WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 9<sup>th</sup>, 2020

**From:** Dale Small  
Economic Development Officer

**Subject:** EDO 2020-028 Industrial Land Sale OK Construction

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive EDO Report 2020-028 being an update on the Industrial Land Sale to OK Construction,

**AND FURTHER THAT** Council approve a six-month extension to the start and completion dates for development as contained in the Agreement of Purchase and Sale

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

EDO 2019-024 dated September 23<sup>rd</sup>, 2019

### BACKGROUND

In July 2019 Rob Kiesau from OK Construction in Mount Forest reached out to us in regard to purchasing municipally owned land on Industrial Drive. Ok Construction was outgrowing their current location and plan to build a 5,000 sq. ft. building on the property to be used for office space and storage.

On November 27<sup>th</sup>, 2019, the Agreement of Purchase and Sale was finalized with OK Construction. The property in question is located directly to the west of Dana and to the east of City Stone. Based on the Development Covenants a site plan agreement must be completed and a building permit obtained within one year of closing and substantial completion of the project must take place within eighteen months of the closing date.

In the event the owner has not obtained a building permit in accordance with this provision the owner may request a six-month extension from the Township. Should this extension not be requested and/or approved by the Township we can purchase the property back at the original sale price less expenses.

It goes without saying that 2019 has been a busy and challenging year for many of our businesses and late last month we reached out to OK Construction to get an understanding on where they were at with the development. The last discussion our building department had with them was in September where they were nearing completion of their site plan.

To meet the conditions outlined in the Agreement of Purchase and Sale a site plan agreement would need to be approved, and a building permit would need to be issued by November 27<sup>th</sup>, 2020 with substantial completion by May 27<sup>th</sup>, 2021. Rob Kiesau from OK Construction has asked for a six-month extension which would ensure a building permit is issued by May 27<sup>th</sup>, 2021 with substantial completion by November 27<sup>th</sup>, 2021.

### FINANCIAL CONSIDERATIONS

The CBO and EDO both support council granting this extension. The only financial impact is in the delayed collection of development charge and other revenues.

### ATTACHMENTS

None

### STRATEGIC PLAN 2019 – 2022

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

☒ Yes ☐ No ☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency ☐ Partnerships  
☒ Municipal Infrastructure ☒ Alignment and Integration

**Prepared By:** Dale Small, Economic Development Officer *Dale Small*

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



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council  
Meeting of November 9, 2020

**From:** Adam McNabb, Director of Finance

**Subject:** Report TR2020-16 Tax Arrears Update

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report TR 2020-16 being a report on the status of Tax Arrears for information.

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

N/A

### BACKGROUND

At the 2021 budget meeting of October 26, 2020, it was requested that staff bring a report forward to update Council on the status of Tax Arrears, and how these compare to prior years.

### FINANCIAL CONSIDERATIONS

The current amount of taxes in arrears, and compared to prior year are depicted in the following table:

Township of Wellington North Tax Roll Trial Balance							
Reporting Year	>=2020	2019	2018	2017	2016	<=2015	Total
2020	\$2,003,230.44	\$333,832.15	\$69,827.54	\$24,866.61	\$7,788.76		\$2,439,545.50
2019		\$1,936,265.07	\$261,653.33	\$79,770.46	\$27,537.20	\$8,921.98	\$2,314,148.04
Variance		\$66,965.37	\$72,178.82	-\$9,942.92	-\$2,670.59	-\$1,133.22	\$125,397.46

As can be noted above, the amounts outstanding in 2020 are higher than that of 2019 as of the end of October; however, you will also note that the amount of aged arrears greater than 3 years is declining.

Worth noting with this analysis is that there is typically an influx of payments once the arrears notices are distributed (mid-November) after the final tax instalment date has passed (October



23, 2020). This is largely attributable to taxpayer oversight, and typically, once presented with an arrears notice, property owners are prompt to provide payment. Additionally, the figures shown above include supplemental assessments which have been issued but are not yet due.

<b>ATTACHMENTS</b>
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N/A

<b>STRATEGIC PLAN 2019 – 2022</b>
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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

<b>Prepared By:</b>	Adam McNabb, Director of Finance	
		<i>Adam McNabb</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 November 9, 2020

**From:** Chris Harrow, Director of Fire Services

**Subject:** DFC 2020-005 Northern Wellington Fire Services Partnership Agreement

### RECOMMENDATION

**THAT** the Council of the Township of Wellington North receive Report DFC 2020-005 being a report on Northern Wellington Fire Services Partnership Agreement.

**AND FURTHER THAT** Council authorizes the Mayor and Clerk to sign the four-year agreement between Minto and Wellington North for a shared fire services partnership for the term January 1, 2021 to December 31, 2024.

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

By-law No. 047-20 Authorizing a Fire Chief Services Agreement Minto

CAO 2020-005-We the North Fire Service Agreement

CAO 2020-007 We the North Fire Service Agreement- Status Update 1 (Closed)

### BACKGROUND

In June of this year, Wellington North signed a 6-month agreement with Minto to begin sharing fire services management personnel. Through this agreement, we put together a management team to help both municipalities to navigate through the fire service requirements.

The new Management Team put together consisted of the full-time staff already in existence. They included Chris Harrow, Callise Loos (both from Minto) and Marco Guidotti from Wellington North. It also extended out and included the District Chiefs from each Station who all meet once a month to discuss departmental issues. The team is functioning extremely well and has accomplished a great deal of tasks.

As mentioned, the partnership has been working very well. We have managed to accomplish quite a bit in the short time we have been operating together. We have found numerous budget synergies that are going to benefit both departments significantly moving forward. An example is the upcoming upgrading of our SCBA (breathing apparatus). We are both due to replace our air packs, bottles, and fill stations in approximately 2023. By pooling together to complete this purchase, we are going to see significant savings.

We have written a risk assessment for Wellington North as well as updated the Establishing and Regulating By-Law. The management team has also started the groundwork for gathering research for a master fire plan for Wellington North. The process will begin after the agreement has been renewed. There has also been a new social media program launched with Wellington North Fire. It has assisted us in the current recruiting process. In the new year, we will be working on a social blitz to increase our followers.

We have also managed to have various groups from each department meet and start the process of working together. The two department's Critical Incident Stress teams recently met and have already come up with ways both teams can work together to make each team more efficient. They are also going to start training together and looking for ways to save money with this process. The team has also started various committees including a health and safety committee which are all beginning to meet soon. These committees will help the management team with information and decision making moving forward.

The new agreement will continue with the arrangements of the first agreement where each municipality shares in the cost of the Fire Chief. Wellington North will forward a payment to Minto to share in the Director of Fire Service's costs. The cost of each other member of the management team will remain the responsibility of their municipality.

The extension of the agreement will also give some reassurance to the firefighters as the direction each department is headed. There is currently some apprehension of the future because the agreement is set to expire at the end of the year. The firefighters will be reassured with a long-term dedication to this arrangement and will allow them to participate in many of the longer term ideas put forward by the management team.

The Office of the Fire Marshal and Emergency Management have no issues with this arrangement. It is currently being employed in many other various municipalities including West Perth and Perth East, Central Huron and North Huron, Midland and Penetanguishene, to name a few. As long as each municipality has named a Fire Chief under their by-law, which each municipality has, you have met your requirements under the Fire Protection and Prevention Act.

<b>FINANCIAL CONSIDERATIONS</b>
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Reflected in the 2021 Budget. No additional operating costs.

<b>ATTACHMENTS</b>
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By-law is on this agenda.

<b>STRATEGIC PLAN 2019 – 2022</b>
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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

<b>Prepared By:</b>	Wellington North/Minto Fire Management Team
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<b>Recommended By:</b>	Michael Givens, Chief Administrative Officer <i>Michael Givens</i>
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# UPDATE

*The latest news and updates from Wellington North Fire Services*

## HIGHLIGHTS

### COVID UPDATES

### COMPLETED PROJECTS

### RECRUITMENT UPDATES

### TRAINING UPDATE

### MAJOR INCIDENTS

### CALL TO SERVICE STATISTICS



## COVID UPDATES

- **NEW COVERALLS:** With the help of Covid emergency funding, WNFS has decided to purchase coveralls & boots for all firefighters which are to be worn for medical calls during the hot summer months. All firefighters will be asked to attend their station for sizing at some point in the next couple of weeks.

## COMPLETED PROJECTS

- Completed an up to date Community Risk Assessment for Wellington North, identifying high-risk populations and buildings.
- Updated the Establishing & Regulating By-law to reflect changes in Department.
- Established multiple committees to encourage the Firefighters to take a more active role in the operation of the Department. Committees include Health & Safety, Training, Public Education and Equipment.
- Updated Fire Protection Agreement with Southgate.
- Begun the process of updating the operations of the CISM Team, met with team in Minto to determine common operating platform.



## RECRUITMENT

- Recruitment for both stations is well underway. In addition to needing replacements for departing firefighters in Arthur, we are looking to increase the rosters at both stations to 25.
- Currently, we have received 6 applications for Mount Forest & 5 for Arthur.
- We are currently recruiting for a new District Chief in Arthur, as well as a Training Officer. Those postings closed Friday.

## MAJOR INCIDENTS

- County Road 16 Bus Accident
- Highway 89 Structure Fire
- Large Field Fire in Southgate
- Garage Fire in Holstein

## TRAINING

- We recently finished running an NFPA 1002 Pumper Operations Course in conjunction with Minto Fire. We had 6 students from each Department complete the course, which was taught in-house.
- We are running a First Responders CPR & First Aid course to recertify all firefighters in November, taught in-house.
- We have covered the following topics at training throughout the year:
  - Pumper Operations
  - Tanker Operations & Setup
  - Search & Rescue
  - Firefighter Agility
  - Firefighter Survival
  - Ladders
  - Auto Extrication
  - Outdoor Search & Rescue with Medical Training



# CALL TO SERVICE STATISTICS



**TOTAL INCIDENTS: 15**

**MEDICALS: 1**

**ALARMS: 4**

**FIRES (Includes vehicle, grass, structure): 1**

**MOTOR VEHICLE COLLISIONS: 3**

**OTHER: 6**



**TOTAL INCIDENTS: 22**

**MEDICALS: 4**

**ALARMS: 4**

**FIRES (Includes vehicle, grass, structure): 6**

**MOTOR VEHICLE COLLISIONS: 6**

**OTHER: 2**



**TOTAL INCIDENTS: 23**

**MEDICALS: 4**

**ALARMS: 4**

**FIRES (Includes vehicle, grass, structure): 8**

**MOTOR VEHICLE COLLISIONS: 3**

**OTHER: 4**



**TOTAL INCIDENTS: 24**

**MEDICALS: 4**

**ALARMS: 5**

**FIRES (Includes vehicle, grass, structure): 0**

**MOTOR VEHICLE COLLISIONS: 8**

**OTHER: 7**

**CISM Team Activations: 2**



## Staff Report

**To:** Mayor and Members of Council Meeting of November 9, 2020

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

**Subject:** Report OPS 2020-032 being a report on the Township of Wellington North's Water and Wastewater Rate Study

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report OPS 2020-032 being a report on the Township of Wellington North's Water and Wastewater Rate Study;

**AND FURTHER THAT** Council approve a 0% rate increase for water and wastewater rates for the fiscal year 2021;

**AND FURTHER THAT** Council direct staff to bring a revised waste and wastewater rate study and O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan to a future meeting of Council for final approval.

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

Presentation by DFA Infrastructure international Inc. at October 26, 2020, meeting of Council

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

### BACKGROUND

In 2015, Township completed its most recent water and wastewater rate study which recommended rate increase of 0% in 2016, 2017 and 2% in 2018, 2019, 2020 and 2021. At the meeting of Council on October 26, 2020, and giving consideration to the current pandemic Council asked staff to review the option of a 0% rate increase in 2021.

Township staff and DFA Infrastructure International Inc. (DFA) have discussed an increase of 0% for 2021 and agree it does not materially impact the financial health of the Township's water and wastewater funds. As resolved at the October 26, 2020, the current water and wastewater rate study will recommend an increase of 1.5% for the year's 2022 to 2026.



If the recommendation contained within this report is approved, DFA would revise the rate study and bring it back to a future meeting of Council for final approval.

### FINANCIAL CONSIDERATIONS

DFA would continue to suggest Wellington North water and wastewater financial position is excellent.

### ATTACHMENTS

None

### STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☒ Municipal Infrastructure

☐ Alignment and Integration

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

*Matthew Aston*

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

*Michael Givens*



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 9, 2020

**From:** Michael Givens, CAO

**Subject:** CAO 2020-008 AMO Board of Directors 2020-2022

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive report CAO 2020-008 being a report on AMO Board of Directors 2020-2022

**AND FURTHER THAT** Council supports Chief Administrative Officer Mike Givens pursuing the Rural Caucus vacancy on the AMO Board of Directors for the term 2020-2022.

### PREVIOUS PERTINENT REPORTS

N/A

### BACKGROUND

Following the recent [AMO Board](#) elections as part of the AMO Conference and AGM, two Board vacancies remain. The vacancies are two municipal employee seats, one on the Rural Caucus and one on the Large Urban Caucus. The vacancies occur because no one was nominated for these director positions in the election.

AMO is soliciting expressions of interest from qualified candidates who are employees of member municipalities.

In filling any vacancy, the Board and Caucuses will be mindful of the need for broad geographic representation and gender representation. In the request for nominations for the recent Board election, nominations were encouraged from those who reflect the diversity of Ontario's communities.

***What is the Board of Directors role?*** The Caucus structure is how the Board is constructed. It is intended to represent the different types of municipal government structure, service responsibilities and geography. With 43 members, the Board has a pan-Ontario breadth so that its work reflects the range of its membership as it works to speak on shared interests and a common voice.

**What is the time commitment?** The Board meets six times a year, generally the last Friday of the month. It is preceded by a Thursday Committee of the Whole meeting, and the caucuses meet individually before the Board meeting. The Board participates at the Annual Conference in August.

A Council resolution of support is required and must be included with any application.

### FINANCIAL CONSIDERATIONS

**Are the costs of Board meetings covered by AMO?** No. The municipality covers the costs of travel and any needed accommodations. The AMO Board provides the opportunity to be part of a broader policy development team as well as providing interaction that benefits the municipality and the sector.

Given the current environment any participation would more than likely be virtual, so I do not anticipate significant travel or accommodation costs to the Township.

AMO Conference registration is typically in the \$500-\$600 range.

### ATTACHMENTS

N/A

### 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

Resources:

Request for Expressions of Interest to Fill 2 Municipal Staff Vacancies on the 2020-2022 AMO Board of Directors, September 2020. (2020, September 29) Association of Municipalities Ontario. [http://www.amo.on.ca/AMO-Content/Board/RequestforExpressionsofInteresttofill2MunicipalSta?\\_zs=kNMdL1&\\_zl=323n1](http://www.amo.on.ca/AMO-Content/Board/RequestforExpressionsofInteresttofill2MunicipalSta?_zs=kNMdL1&_zl=323n1)

**Prepared By:** Michael Givens, CAO

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

By-law 078-20  
Page 3 of 3

## THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

### BY-LAW NUMBER 078-20

### PROVISIONAL DRAIN BYLAW

**BEING** a Provisional Drain By-law to provide for the repair of the Vos Drainage Works.

**WHEREAS** the Township of Wellington North is required to undertake such repairs in accordance with Section 74 and Section 75 of *The Drainage Act*, R.S.O. 1990.

**AND WHEREAS** the work to be done is repair of several tile blowouts, a catch basin repair and replace approximately 7 metres of failed concrete tile in Lot 26, Concession 1, West Garafraxa Geographical Township.

**AND WHEREAS** the estimated cost of such repairs is: \$ 1,297.44

**AND WHEREAS** the costs of the repairs shall be assessed against all lands and roads in the watershed upstream of the point of commencement of the repair work being done, prorata with the last revised Schedule of Assessment for the respective drain;

By-law 078-20  
Page 2 of 2

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

1. That the estimated costs of repair shall be prorated as outlined in Schedule "A" attached hereto;

**READ A FIRST AND SECOND TIME THIS 28TH DAY OF SEPTEMBER, 2020.**

DocuSigned by:  
  
60AF05F09D284A3  
\_\_\_\_\_  
**ANDREW LENNOX MAYOR**

DocuSigned by:  
  
F66A115C71324C9  
\_\_\_\_\_  
**KARREN WALLACE, CLERK**

**READ A THIRD TIME AND FINALLY PASSED THIS 16th DAY OF  
NOVEMBER, 2020**

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

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

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By-law 078-20  
Page 3 of 3

Con	Lot	Roll No.	1966 Owner	Current Owner	Drain B Original Assess. Benefit	Drain B Original Assess. Outlet	Total Original Assess.	Current Repair Assess.	1/3 Grant	CURRENT NET ASSESS.
Township of Peel (now Mapleton Township)										
*	A	7	5-171-57	M. Lawrence	30.00		30.00	15.82		15.82
*			5-171-58		30.00		30.00	15.82		15.82
*			5-171-59		30.00		30.00	15.82		15.82
*			5-171-60		30.00		30.00	15.82		15.82
*			5-171-61		30.00		30.00	15.82		15.82
Total Assessments on Lands:					150.00		150.00	79.10	0	79.10
1/2 Town Line (now Jones Baseline)			Twp of Peel	Mapleton Township	330.00		330.00	174.05	0.00	174.05
Total Assessments on Roads:					330.00		330.00	174.05	0	174.05
<b>TOTAL VOS DRAIN - BR B REPAIR MAPLETON TOWNSHIP:</b>					<b>480.00</b>		<b>480.00</b>	<b>253.15</b>	<b>0</b>	<b>253.15</b>
Township of West Garafraxa (now Center Wellington & Wellington North)										
Township of Center Wellington										
1	W1/2 25	290040	H. Rohn		75.00	75.00	150.00	79.11	26.37	52.74
Township of Wellington North										
1	W1/2 26	180060	R. Vos		780.00		780.00	411.38	137.13	274.25
Total Assessments on Lands:					855.00	75.00	930.00	490.49	163.50	326.99
Side Rd. 25-26 (now Metz Sideroad)			Twp of W Garafraxa	Twp of Wellington North	450.00	150.00	600.00	316.45	0	316.45
1/2 Town Line (now Jones Baseline)			Twp of W Garafraxa	Twp of Wellington North	330.00	120.00	450.00	237.35	0	237.35
Total Assessments on Roads:					780.00	270.00	1,050.00	553.80	0	553.80
<b>TOTAL VOS DRAIN - BR B TOWNSHIP OF WELLINGTON N. REPAIR:</b>					<b>1,635.00</b>	<b>345.00</b>	<b>1,980.00</b>	<b>1,044.29</b>	<b>163.50</b>	<b>880.79</b>
<b>TOTAL VOS DRAIN - BR B</b>					<b>2,115.00</b>	<b>345.00</b>	<b>2,460.00</b>	<b>1,297.44</b>	<b>163.50</b>	<b>1,133.94</b>
* Section 65 reapportionments done										

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

**BY-LAW NUMBER 093-20**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN  
AGREEMENT FOR FIRE CHIEF SERVICES BETWEEN THE  
CORPORATION OF THE TOWN OF MINTO AND THE  
CORPORATION OF THE TOWNSHIP OF WELLINGTON  
NORTH**

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. The Mayor and Clerk are authorized and directed to execute a Fire Chief Services Agreement in the form, or substantially the same form, as attached in Schedule 1.
2. THAT This By-law shall come into full force and effect upon January 1, 2021.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 9TH DAY OF NOVEMBER, 2020.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

THIS AGREEMENT made this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2020  
BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO  
(Hereinafter called “Minto”)

THE PARTY OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
(Hereinafter called “Wellington North”)

THE PARTY OF THE SECOND PART

**WHEREAS** Subsection 2 (5) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, Chapter 4, as amended (“*FPPA*”), authorizes a municipality to enter into agreements with other municipalities to provide and/or receive fire protection services;

**AND WHEREAS** Subsection 6 (2) of the *FPPA*, authorizes the councils of two or more municipalities to appoint one fire chief for two or more fire departments;

**AND WHEREAS** Minto operates fire protection services and manages assets suitable to meet municipal responsibilities required by *FPPA*;

**AND WHEREAS** Wellington North wishes to engage Minto to provide Fire Chief Services to the operation of Wellington North’s fire protection services, and Minto agrees to do so, on the terms and condition set out in this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants, conditions, considerations and payments herein contained, Minto and Wellington North mutually agree as follows:

1. **Definitions**

In this Agreement:

- a. "Fire Chief" means the Chief of the Fire Department appointed under subsection 6(2) of *FPPA*;
- b. "Fire Department" means the fire department of Wellington North with the duties and responsibilities assigned by *FPPA*;
- c. “Joint Management Team” means the three management employees reporting directly to the Fire Chief in accordance with section 2 (c ) of Schedule A to this Agreement;
- d. "Wellington North CAO" means the Chief Administrative Officer for Wellington North; and,
- e. "Minto CAO" means the Chief Administrative Officer for Minto.

2. **Term of Agreement**

The provision of the Services under this Agreement will commence on January 1, 2021 and will automatically terminate on December 31, 2024 (the "Term"), subject to extension or earlier termination in accordance with this Agreement.



3. **Appointment of Fire Chief**

The Wellington North Council will appoint, by way of a by-law, Minto's Fire Chief to also act as Wellington North's Fire Chief for the duration of the Term.

4. **Fire Chief Services**

Subject to the terms and conditions of this Agreement, Minto will provide to Wellington North, Fire Chief Services as set out in Schedule A attached hereto (the "Services") for the duration of the Term.

5. **Fee-for-Service**

In consideration for the Services provided hereunder, Wellington North will pay to Minto the fee-for-service as set out in Schedule B attached hereto (the "Fee-for-Service").

6. **Obligations of Wellington North**

Wellington North represents and warrants to Minto that Wellington North will be solely responsible for ensuring:

- a. adequate insurance coverage is provided for the fire personnel, equipment, buildings and potential liabilities of Wellington North; and,
- b. Wellington North supports and works cooperatively with the Fire Chief in order to operate the Wellington North Fire Services.

7. **Obligations of Minto**

Minto represents and warrants to Wellington North that Minto will be responsible for ensuring:

- a. adequate notice is provided to Wellington North immediately upon Minto being aware of changes to the Fire Chief's employment status, and without intending to limit the generality of the foregoing, Minto shall give notice to Wellington North: in the event the Fire Chief's employment is terminated; upon Minto becoming aware the Fire Chief is leaving the employment of Minto for any reason (temporary or permanent); or, in the event the Fire Chief dies or becomes unable to work because of disability; and,
- b. the Fire Chief provides the Services and fulfills the obligations as set out in this Agreement.

8. **Obligations of the Fire Chief**

In addition to the Fire Chief Services as set out in Schedule A attached hereto, the Fire Chief will be responsible for recommending the appropriate level of resources to Wellington North Council required to ensure:

- a. a competent and functional management team exists, pursuant to this Agreement, to provide proper management services to both the Minto Fire Department and the Wellington North Fire Services;
- b. adequate facilities, equipment and personnel are provided for the operation of the Wellington North Fire Services, including, but not limited to, a functional staff complement who have the skills, abilities and experiences to, and do, properly perform the duties and responsibilities of their respective positions. In consultation with Wellington North's CAO, the Fire Chief is responsible and has authority for the hiring, dismissal and discipline of the staff complement, in accordance with Wellington North's Human Resource Policies;
- c. adequate fire protection service levels are provided for in Wellington North; and,

- d. proper management of the Wellington North Fire Services in accordance with good management principles (including, but not limited to, provincially—recognized standards, policies and procedures on proper governance for Fire Departments) and legal advice as and when received.

**9. Insurance**

Wellington North will pay for and maintain for its own benefit and for Minto’s benefit, with insurers or through the appropriate governmental department, appropriate insurance concerning the Wellington North Fire Services and the Fire Chief Services provided by Minto hereunder to Wellington North, including, but not limited to, liability and property damage insurance. Wellington North will provide Minto with satisfactory confirmation of its compliance with this Section 9 and/or copies of the insurance policies when requested by Minto. Minto agrees that anyone claiming by, through, under or on behalf of Wellington North will have no claim, right of action or right of subrogation against Minto based on any loss or liability insurance under the above insurance.

**10. Indemnity**

Wellington North will fully indemnify and save Minto, as well as all of its respective officers, councillors, employees (including, but not limited to, Minto's Fire Chief), independent contractors and agents (collectively, "Minto indemnitees" under this Section 10) harmless from and against any and all costs (including, but not limited to, costs resulting from orders, awards, settlements, penalties, fines, damages, expenses, interest, legal fees, disbursements and applicable taxes) incurred by any of the Minto indemnitees as a result of any claims, actions, causes of action, demands, complaints, applications, investigations or similar proceedings, which result from, or relate to, directly or indirectly:

- a. any act, neglect, default, or breach of applicable law, of or by any of the Minto indemnitees in respect of the provision or non-provision of the Services, and/or otherwise as a result of this Agreement; and/or,
- b. any act, neglect, default, or breach of applicable law, of or by Wellington North and/or any of its respective officers, councillors, employees, independent contractors and/or agents.

Notwithstanding the foregoing, it is understood and agreed that Wellington North will not indemnify and save harmless the Minto indemnitees for any such costs that:

- (i) result from the negligence of the Minto indemnities;
- (ii) arise from any breach by the Minto indemnities of any provision of this Agreement; or ,
- (iii) that directly result from any act, neglect, default, or breach of applicable law, of or by any of the Minto indemnitees performed in bad faith.

**11. Nature of Relationship**

- a. Minto is not, nor is any person employed or retained by Minto in the provision of the Services, an employee of Wellington North, and no other relationship, including a partnership or a principal and agency relationship, is created by this Agreement. The relationship created by this Agreement is exclusively that of independent contractor.
- b. Minto will at all times act in its own capacity and right solely as an independent contractor in the provision of the Services under this Agreement and, except as may be expressly provided in this Agreement, Minto will have full discretion as to

the means, method and manner of providing the Services and will not be subject to the control and/or direction of Wellington North in doing so.

## **12. Dispute Resolution**

- a. If, during the Term, a dispute or disagreement arises between the parties that cannot be resolved by the Fire Chief, then the parties agree to participate in the following dispute resolution procedure:
  - (i) Upon the written request by either party to the other party, the nature of the dispute or disagreement shall be brought to the attention of each party's CAO, or his or her designate. The CAOs will meet with a view to amicably resolving any dispute or disagreement with respect to any matter in this Agreement, the interpretation thereof, or the performance by the parties.
  - (ii) If the CAOs fail to resolve the dispute within 15 calendar days following the date of their meeting, then they shall each prepare a written report to their respective Councils. The Council of Minto and the Council of Wellington North each agree to appoint two (2) members to work with two (2) members of the other municipality to resolve the dispute or disagreement.
  - (iii) All reasonable requests for information regarding the dispute or disagreement made by one participant of this dispute resolution process to that participant's counterpart in the process, except for any confidential information, information subject to solicitor client privilege or information that has no relevance to the dispute or disagreement in question, shall be honoured in order that each of the parties may be fully advised of the other's position.
  - (iv) In the event that the designated Council representatives cannot resolve the dispute within 45 days of the first meeting between the parties, or within such other period of time as the parties may have agreed, either party may, with written notice to the other party, submit the dispute or disagreement to arbitration in accordance with the provisions of the *Arbitration Act* (Ontario), subject to Subsection 12 b. below.
- b. The party wishing to commence arbitration shall give the other party a written notice describing the dispute or disagreement to be arbitrated. Any arbitration will be carried out by a single arbitrator, who has been chosen jointly by both parties. In the event that the parties cannot agree on an arbitrator, either party shall be at liberty to apply to the Superior Court of Justice to have one appointed. The costs and expenses of arbitration will be allocated by the arbitrator between the parties, as the arbitrator determines in accordance with applicable law.
- c. Except where clearly prevented by a dispute or disagreement that arises under this Agreement, Minto will continue to provide the Services under this Agreement while the dispute or disagreement is being resolved in accordance with this Section, unless and until the provision of such Services is terminated or expire in accordance with the Termination provisions of this Agreement.

### **13. Termination**

- a. Minto's provision of the Services under this Agreement shall automatically terminate / expire at the end of the Term, without any further notice or compensation in lieu of notice owed, unless Wellington North and Minto enter into a written agreement, no later than 6 months before the expiry of the current agreement, to extend the provision of the Services beyond the end of the Term that sets out the terms and conditions of such extension.
- b. Minto's provision of the Services under this Agreement may also be terminated, at any time before the end of the Term, as follows:
  - (i) By either party, without cause, upon giving at least 90 days' written advance notice to the other party of the termination date.
  - (ii) By either party, for cause, without any obligation to provide any advance notice or compensation in lieu of notice to the other party for a breach of this Agreement committed by the other party, including, but not limited to, any breach by Wellington North of its obligations under Section 6 of this Agreement.
  - (iii) By Minto if it is unable to provide the Services under this Agreement, including, but not limited to, in the event of the death, disability or termination of employment of Minto's Fire Chief, without any obligation to provide any advance notice or compensation in lieu of notice to Wellington North.
  - (iv) By mutual agreement of both parties.

The parties agree that these Termination provisions are fair and reasonable, and are in full satisfaction of any and all entitlements (statutory, contractual, common law and/or otherwise) resulting from the termination of the Services under this Agreement. The parties further agree that, if a party terminates Minto's provision of the Services under this Agreement in accordance with these Termination provisions, the other party will have no action, cause of action, claim or demand against the terminating party or any other person or organization as a consequence of such termination and, in particular, the terminating party will not be liable to the other party and/or any of its officers, councillors, employees, independent contractors or agents for damages on account of the termination of the provision of the Services under this Agreement.

### **14. General**

- a. **Choice of Law**  
The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the province of Ontario and the laws of Canada applicable therein.
- b. **Interpretation**  
This Agreement has been submitted to the scrutiny of all parties to this Agreement and shall be given as fair and reasonable interpretation as possible without consideration or weight being given to the Agreement having been drafted by any party to this Agreement or its counsel.
- c. **Sections and Headings**  
The division of this Agreement into Articles and Sections and the insertion of headings are for the convenience of reference only and will not affect the construction or interpretation of this Agreement. The terms "this Agreement", "hereof", "hereunder" or similar expressions refer to this Agreement and not to any particular Section or other portion hereof and include any agreement or

instrument supplemental or ancillary hereto. Unless something in the subject matter or context is inconsistent therewith, references herein to Sections and Schedules are to Sections and Schedules of this Agreement.

- d. **Benefit of Agreement**  
This Agreement shall enure to the benefit of and be binding upon the successors and assigns of Wellington North and Minto, respectively.
  
- e. **Entire Agreement**  
This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement in respect of the period commencing January 1, 2021, and cancels and supersedes any prior understandings and agreements between the parties hereto with respect to such subject matter. There are no representations, warranties, conditions, undertakings or collateral agreements, express, implied or statutory, between the parties about such subject matter other than as expressly set forth in this Agreement.
  
- f. **Amendment**  
No amendment to this Agreement will be valid or binding, unless it is set forth in writing and duly executed by both parties as authorized by their respective Councils. Similarly, no waiver of any breach of any provision in this Agreement will be effective or binding, unless it is made in writing and duly signed by the party purporting to give the same and, unless provided in the written waiver, will be limited to the specific breach waived.
  
- g. **Severability**  
In the event that any provision of this Agreement is determined by any court of competent jurisdiction to be invalid or unenforceable in whole or in part for any reason whatsoever, such invalidity or unenforceability shall attach only to such provision or part of such provision and the remaining part of such provision and all other provisions of this Agreement shall continue in full force and effect.
  
- h. **Applicable By-laws**  
Each of the parties hereby acknowledges and agrees that they will pass all necessary by-laws to give full force and effect to this Agreement.
  
- i. **Independent Legal Advice**  
Each of the parties hereby acknowledges that it has had an adequate opportunity to obtain independent legal advice prior to execution of this Agreement and has either obtained such advice or freely chosen not to do so, and that each of the parties executes this Agreement voluntarily and with full knowledge and understanding of the contents of this Agreement.
  
- j. **Counterparts**  
This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument. Counterparts shall be accepted in original, electronic, or facsimile form, and the parties to this Agreement adopt any signatures received by receiving facsimile or electronic form as original signatures of the parties.

**IN WITNESS WHEREOF** the parties hereto have hereunto set their hands and seals as of the day and year first above written.

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

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

\_\_\_\_\_  
Karren Wallace, Clerk  
We have authority to bind the Corporation.

**THE CORPORATION OF THE TOWN OF MINTO**

\_\_\_\_\_  
George Bridge, Mayor

\_\_\_\_\_  
Derrick Thomson, CAO  
We have authority to bind the  
Corporation.

**SCHEDULE A**  
**"SERVICES"**

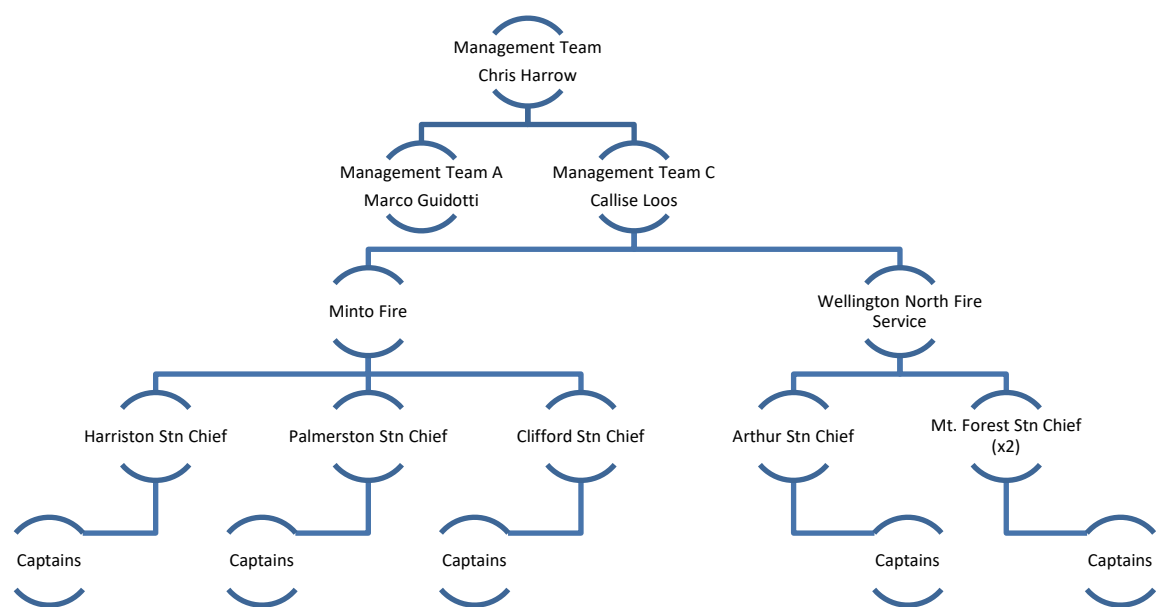
**1. Services**

Minto will provide the following administrative and supervisory services (which, for greater certainty, will be provided by Minto's Fire Chief and the Joint Management Team):

- a. Exercising the powers and duties imposed on the Fire Chief by *FPPA* and other regulations;
- b. Ensuring enforcement of the Ontario Fire Code through necessary inspections and overseeing the issuing of required notices and orders;
- c. Interpreting and ensuring application and enforcement of appropriate and applicable legislation, codes and bylaws;
- d. Reviewing building plans to ensure they meet all fire regulations when requested by Wellington North's Chief Building Official or designate;
- e. Managing the functions of the Wellington North Fire Services and staff on behalf of Wellington North, including, but not limited to, fire suppression, fire prevention, fire safety education, communication, recruitment, training of persons involved in the provision of fire protection services, rescue and emergency services, and the delivery of all those services;
- f. Providing leadership and direction to the overall operation of the Wellington North Fire Services through fire department staff;
- g. Overseeing purchasing, maintenance and budgeting of the Wellington North Fire Services, including approval of all expenditures;
- h. Representing the Wellington North Fire Services when communicating information to the media;
- i. Administering a training program to meet Provincial Standards and documentation;
- j. Promoting and facilitating Fire Officer development;
- k. Promoting and facilitating a fire prevention and public education program (with respect to fire safety and certain components of fire prevention);
- l. Establishing Standard Operating Guidelines ("SOGS") as required;
- m. Creating an Activity report to the Council of Wellington North on a regular basis;
- n. Submitting reports and maintaining files on all incidents to required authority, including, but not limited to the, Office of the Fire Marshal;
- o. Establishing duties and responsibilities for Wellington North Fire Services personnel;
- p. Overseeing the Fire specific Health and Safety program for Wellington North;
- q. Overseeing the maintenance, repair and replacement of the equipment and assets of the Wellington North Fire Services;

- r. Designating responsibilities and duties specific to the Emergency Control Group that represents Wellington North in emergency measures;
  - s. Overseeing administrative services in respect to the Wellington North Fire Services, including, but not limited to, payroll, reporting, etc.;
  - t. Administering fire service contracts and mutual aid contracts;
  - u. Attending incidents where there is a death or serious injury, fires of a suspicious nature, an explosion, large loss, the cause of the fire has not been determined, laws and/or codes have been violated and as required or requested;
  - v. In conjunction with the Deputy Chief(s), or designate(s), overseeing investigations of major fires, assisting other agencies involved, and ensuring preparation of all documentation and correspondence relating to investigation; and,
  - w. Such other services as amended and mutually agreed upon from time to time by the parties.
2. Reporting Structure. in respect of the provision of Services, it is understood and agreed that:
- a. Minto's Fire Chief will respond to, and communicate with, the Wellington North CAO as required. However, primary reporting and supervision of Minto's Fire Chief remains with the Minto CAO and will follow existing Minto Human Resources policies.
  - b. Wellington North Fire Services personnel will continue to be employees of Wellington North and will continue to follow Human Resource policies as set forth by Wellington North. Notwithstanding the foregoing, Wellington North Fire Services personnel will follow Standard Operating Guidelines as prescribed by the Minto Fire Chief/Joint Management Team and will receive direction from the Minto Fire Chief/Joint Management Team.
  - c. The organizational structure of the Wellington North Fire Services is as follows with Minto's Fire Chief now known as Director of Fire Services of Wellington North and Minto:





- d. The Director of Fire Services will be an employee of Minto. The Joint Management Team will ensure to divide enough time to both departments to providing administration, oversight, and services in an equitable manner.
- e. Wellington North employs Management Team Member A and Minto employs Management Team Member B. Both members will form part of the Joint Management Team and will work together with the Director to perform all duties outlined in this agreement.

**SCHEDULE B**  
**"Fee-for-Service"**

1. **General Principle** – The general agreement in principle between Wellington North and Minto is that Wellington North will compensate Minto for the costs incurred by Minto to properly provide the Services under this Agreement, as represented by 50% of the total cost to Minto of employing the Fire Chief, including those costs incurred in order for the Fire Chief to carry out his/her role. The principle will be of guidance in interpreting the payment of the fees contemplated below based on an annual budget for an Office of the Fire Chief to include but not limited to the following expense categories.
    - i) Fire Chief salary and benefits
    - ii) Fire Chief's Office – training, seminars/conference<sup>1</sup>
    - iii) Fire Chief's Office – telecommunication expense
    - iv) Fire Chief's Office – office and equipment supplies
    - v) Fire Chief's Office – uniform expenses
    - vi) Fire Chief's Office – office and meeting expenses
    - vii) Fire Chief's Office – Fuel and Maintenance of Vehicle
- <sup>1</sup> includes mileage and expenses to attend meetings/seminars
2. The Minto Fire Chief shall annually prepare a budget of the expenses of the Office of the Fire Chief and shall provide the same for review by the Council of the Township of Wellington North. The budget of the Office of the Fire Chief shall require the approval of the Town of Minto.
  3. It is understood and agreed by the Parties hereto that the 50% annual payroll share to Wellington North shall not exceed \$75,000 with final invoicing to be based on actual costs and pro-rated based on the number of months that the Agreement is in effect.

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

**BY-LAW NUMBER 096-20**

**BEING A BY-LAW TO AUTHORIZE THE TERMINATION OF A JOINT USE AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AND UPPER GRAND DISTRICT SCHOOL BOARD (FORMALLY THE WELLINGTON COUNTY BOARD OF EDUCATION)**

**WHEREAS** the Corporation of the Township of Wellington North and Upper Grand District School Board (formally The Wellington County Board of Education) wish to terminate a Joint Use Agreement

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

1. The Corporation shall sign a Termination of a Joint Use 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 9TH DAY OF NOVEMBER, 2020.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

## Termination of Joint Use Agreement

THIS TERMINATION OF JOINT USE AGREEMENT is deemed to be dated as of the \_\_\_\_ day of \_\_\_\_, 2020

BETWEEN:

Upper Grand District School Board  
(formally The Wellington County Board of Education)  
(hereinafter referred to as the "Board")

OF THE FIRST PART

- and -

The Corporation of the Township of Wellington North  
(formally Town of Mount Forest)  
(hereinafter referred to as the "Township")

OF THE SECOND PART

**WHEREAS** THE Wellington County Board of Education and Dufferin County Board of Education amalgamated in 1998 to form the Upper Grand District School Board which is the successor to the Joint Use Agreement (hereinafter defined);

**WHEREAS** the Board is the owner of school buildings and adjacent lands in the Township;

**AND WHEREAS** the Township is the owner of parks, playing fields and arenas in the Township;

**AND WHEREAS** the Board and Township entered into an agreement dated the 24<sup>th</sup> day of March, 1986 to share the use of said lands owned by each party as further described therein (the "Joint Use Agreement");

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in constitution of the covenants and agreements contained in this Termination of Joint Use Agreement, the Board and Township hereby agree to terminate the Joint Use Agreement upon the conditions set forth herein:

1. The Joint Use Agreement shall be terminated effective the 1<sup>st</sup> day of November, 2020.
2. The Board and Township shall continue to consult with each other regarding the planning and development of school and recreational facilities.
3. The community shall continue to have access to the use of school facilities in accordance with the Board's Policy 200 Community Use of Schools.
4. The parties mentioned herein hereby agree to indemnify and hold harmless each other and its affiliates, subsidiaries, directors, officers, employees, agents, other associated corporations, and any other for whom it is, and they are, in law responsible from any claims, accidents, bodily

Board



Board



Township



Township



harm, unforeseen events, losses, damages, to property or persons, liabilities, costs and expenses, including reasonable defense costs, arising from any past, present or future complaint, claim or legal action relating directly or indirectly from, out of, or in relation to the Joint-Use Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Termination of Joint Use Agreement as of the date first written above.

UPPER GRAND DISTRICT SCHOOL BOARD

Per: \_\_\_\_\_

Name: Dr. Martha Rogers

Title: Director of Education

Per: \_\_\_\_\_

Name: Martha MacNeil

Title: Chair

We have the authority to bind the Board.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



*Preserving, promoting and developing Wellington North's unique cultural resources to build a vibrant community and a prosperous economy.*

## Our Cultural Moment for Remembrance Day 2020, Remembers Nursing Sister Alice Cook



Alice Cook of Mount Forest was the only female from Wellington County to die while serving in World War I.

She was born in 1893, the daughter of JJ and Annie Cook, prominent businesspeople in the town.

On deciding to enter nursing, Alice trained at Sick Children's Hospital in Toronto. She was called on almost immediately to serve her country when war was declared in 1914. As the fighting advanced, many injured soldiers returned home to Canada for treatment in such institutions as the Hospital for Invalid Soldiers on Isabella Street in downtown Toronto.

Alice Cook volunteered for service at this hospital where her compassion and skills as a nurse eased the suffering of the severely wounded soldiers. Unhappily, as the influenza pandemic grew in the winter of 1918, Alice contracted it in the hospital and developed pneumonia. A week later, on New Year's Eve, two days after her 25<sup>th</sup> birthday, she died.

For her heroic work, Nursing Sister Alice Cook was awarded a medal by Mount Forest citizens. It reads: "Presented to N.S. A. Cook by the citizens of Mt. Forest for gallant services, Great War 1914-1918." Her nephew, Bill Cockburn, gathered information about her in later years and located the medal which, with a photo of Alice, he donated to Mount Forest Legion Branch 134. Copies hang in Mount Forest Archives and the Wellington County Museum and Archives.

Submitted by Gail Donald; Wellington North Cultural Roundtable with special thanks to Campbell Cork. The information and some of the wording for this Cultural Moment were taken from his article on Alice Cook in Homer XVIII, 2011

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

**BY-LAW NUMBER 098-20**

**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  
NOVEMBER 9, 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 November 9, 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 9TH DAY OF NOVEMBER, 2020.**

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

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