

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – DECEMBER 14, 2020 AT 7:00 P.M.  
CLOSED SESSION TO FOLLOW OPEN SESSION  
VIA WEB CONFERENCING**

**HOW TO JOIN**

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	<b>PAGE NUMBER</b>
<b>CALLING TO ORDER</b>	
<b>ADOPTION OF THE AGENDA</b>	
Recommendation: <i>THAT the Agenda for the December 14, 2020 Regular Meeting of Council be accepted and passed.</i>	
<b>DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>COUNTY COUNCIL UPDATE</b>	
Steve O'Neill, County of Wellington Councillor, Ward 4	
<b>RECESS TO MOVE INTO PUBLIC MEETING</b>	
Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North recess the December 14, 2020 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:</i> <ul style="list-style-type: none"> <li>• Amsey Frey, Minor Variance</li> <li>• All Treat Farms, Official Plan Amendment and Zoning By-law Amendment</li> </ul>	
<b>RESUME REGULAR MEETING OF COUNCIL</b>	
Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North resume the December 14, 2020 Regular Meeting of Council at : .</i>	
<b>PRESENTATIONS</b>	
2021 Budget Public Meeting	001
<b>ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING</b>	
1. Public Meeting, November 23, 2020 2. Regular Meeting of Council, November 23, 2020  Recommendation: <i>THAT the minutes of the Public Meeting and the Regular Meeting of Council held on November 23, 2020 be adopted as circulated.</i>	034 045

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL	
ITEMS FOR CONSIDERATION	
1. MINUTES	
<p>a. Maitland Valley Conservation Authority</p> <ul style="list-style-type: none"> <li>• General Membership Meeting #7-20, September 16, 2020</li> <li>• General Membership Meeting #8-20, October 21, 2020</li> </ul> <p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority General Membership Meeting #7-20 held on September 16, 2020 and General Membership Meeting #8-20 held on October 21, 2020.</i></p>	050 053
<p>b. Grand River Conservation Authority, Summary of the General Membership Meeting – November 27, 2020</p> <p>Recommendation:  <i>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 November 27, 2020.</i></p>	057
<p>c. Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee</p> <ul style="list-style-type: none"> <li>• Source Protection Committee, Meeting #81, October 25, 2019</li> <li>• Source Protection Committee, Meeting #82, March 27, 2020</li> <li>• Source Protection Committee, Meeting #83, July 24, 2020</li> </ul> <p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee Meeting #81 held on October 25, 2019, Meeting #82 held on March 27, 2020 and Meeting #83 held on July 24, 2020.</i></p>	058 062 068
<p>d. Mount Forest District Chamber of Commerce Meeting, November 10, 2020</p> <p>Recommendation:  <i>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 November 10, 2020</i></p>	073
<p>e. Arthur Chamber of Commerce, Directors Meeting, November 11, 2020</p> <p>Recommendation:  <i>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 November 11, 2020.</i></p>	076

<p>f. Mount Forest Business Improvement Association, Annual General Meeting, November 17, 2020</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association Annual General Meeting held on November 17, 2020.</i></p>	079
<p>g. Arthur Business Improvement Association, Annual General Meeting, November 18, 2020</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association, Annual General Meeting held on November 18, 2020.</i></p>	083
<p>h. Recreation, Parks and Leisure Committee, December 8, 2020</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on December 8, 2020.</i></p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North direct staff to prepare a grant application within the funding envelope guidelines for the following as recommended by the Recreation, Parks and Leisure Committee:</i></p> <ol style="list-style-type: none"> <li><i>1. A generator for the Mount Forest &amp; District Sports Complex.</i></li> <li><i>2. Sidewalk upgrades for Eastview Drive and for Choker Lane and sidewalk upgrades in downtown Arthur as per the Connecting Link project.</i></li> </ol> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North direct staff to prepare a draft agreement consistent with Report OPS 2020-037 being a report on the Township's agreement with the Mount Forest Agricultural Society and the conversation at Committee.</i></p>	085
2. PLANNING	
<p>a. Report DC 2020-035, Consent Application B85-20 Maple Hill Estates c/o Brian Padfield</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-035 being a report on Consent Application (Lot Line Adjustment) B85-20 known as Part Park Lots 1, 2 &amp; 3, South of Clyde St.</i></p> <p><i>AND FURTHER THAT the Council of the Township of Wellington North supports consent application B85-20 as presented with the following conditions:</i></p> <ul style="list-style-type: none"> <li><i>• 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; and</i></li> </ul>	089

<ul style="list-style-type: none"> <li>• <i>THAT the Developer enter into a Development Agreement with the Township of Wellington North to address lot grading and drainage.</i></li> </ul> <p><i>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.</i></p>	
<p>b. Report DC 2020-036, Consent Application B86-20 Maple Hill Estates c/o Brian Padfield</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-036 being a report on Consent Application (Severance) B86-20 known as Part Park Lots 1, 2 &amp; 3, South of Clyde St..</i></p> <p><i>AND FURTHER THAT the Council of the Township of Wellington North supports consent application B86-20 as presented with the following conditions:</i></p> <ul style="list-style-type: none"> <li>• <i>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;</i></li> <li>• <i>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;</i></li> <li>• <i>THAT the Developer enter into a Development Agreement with the Township of Wellington North to address lot grading and drainage; and</i></li> <li>• <i>THAT driveway access can be provided to the severed lands to the satisfaction of the local municipality.</i></li> </ul> <p><i>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.</i></p>	093
<p>c. Report DC 2020-037, Consent Application B94-20 2574574 Ontario Inc. c/o Brad Wilson</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-037 being a report on Consent Application (Severance) B94-20 known as Part Park Lot 3, s/s Wellington St., Plan Town of Mount Forest.</i></p> <p><i>AND FURTHER THAT the Council of the Township of Wellington North supports consent application B94-20 as presented with the following conditions:</i></p> <ul style="list-style-type: none"> <li>• <i>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;</i></li> </ul>	097

<ul style="list-style-type: none"> <li>• <i>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;</i></li> <li>• <i>THAT driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality; and</i></li> <li>• <i>THAT the applicant enters into a development agreement with the local municipality to address servicing, lot grading and drainage of both the severed and retained lands, to the satisfaction of the local municipality.</i></li> </ul> <p><i>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.</i></p>	
<p>d. Report DC 2020-038, Consent Application B95-20 2574574 Ontario Inc. c/o Brad Wilson</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-038 being a report on Consent Application (Severance) B95-20 known as Part Park Lot 3, s/s Wellington St., Plan Town of Mount Forest.</i></p> <p><i>AND FURTHER THAT the Council of the Township of Wellington North supports consent application B95-20 as presented with the following conditions:</i></p> <ul style="list-style-type: none"> <li>• <i>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;</i></li> <li>• <i>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;</i></li> <li>• <i>THAT driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality; and</i></li> <li>• <i>THAT the applicant enters into a development agreement with the local municipality to address servicing, lot grading and drainage of both the severed and retained lands, to the satisfaction of the local municipality.</i></li> </ul> <p><i>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.</i></p>	101
<p>e. Report DC 2020-039, Consent Application B96-20 2574574 Ontario Inc. c/o Brad Wilson</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-039 being a report on Consent Application (Severance) B96-20 known as Part Park Lot 3, s/s Wellington St., Plan Town of Mount Forest.</i></p> <p><i>AND FURTHER THAT the Council of the Township of Wellington North supports consent application B96-20 as presented with the following conditions:</i></p>	105

<ul style="list-style-type: none"> <li>• <i>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;</i></li> <li>• <i>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;</i></li> <li>• <i>THAT driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality; and</i></li> <li>• <i>THAT the applicant enters into a development agreement with the local municipality to address servicing, lot grading and drainage of both the severed and retained lands, to the satisfaction of the local municipality.</i></li> </ul> <p><i>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.</i></p>	
<p>f. Report DC 2020-040, Consent Application B97-20 Karen &amp; Michael Drabyk</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-040 being a report on Consent Application (Severance) B97-20 known as Part Lot 22, EOSR, Division 3 &amp; 4.</i></p> <p><i>AND FURTHER THAT the Council of the Township of Wellington North supports consent application B97-20 as presented with the following conditions:</i></p> <ul style="list-style-type: none"> <li>• <i>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;</i></li> <li>• <i>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;</i></li> <li>• <i>THAT the owner enter into an agreement apportioning future maintenance costs on the Bruce Eden Municipal Drain; and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain; and</i></li> <li>• <i>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.</i></li> </ul> <p><i>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.</i></p>	109

<p>g. Report DC 2020-041, Development Updates Village of Arthur</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 2020-041 being a report on development updates in the Village of Arthur.</i></p>	114
<p>h. Report DC 2020-042, Development Updates Town of Mount Forest</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-042 being a report on development updates in the Town of Mount Forest.</i></p>	120
<p>i. Planning Report prepared by Matthieu Daoust, Planner, dated December 7, 2020 regarding Eastridge Landing – Draft Plan of Subdivision, 23T-13001 - Extension</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Matthieu Daoust, Planner, dated December 7, 2020 regarding Eastridge Landing – Draft Plan of Subdivision, 23T-13001 – Extension;</i>  <i>AND FURTHER THAT the Council of the Township of Wellington North support a 5-year extension of the Eastridge Landing – Draft Plan of Subdivision, 23T-13001 to February 26, 2026, as requested.</i></p>	126
<p>j. Report DC 2020-043, 1260119 Ontario Limited, Proposed Site Plan Agreement Amendment, 101-176 Berkshire Dr. Pvt, 103-155 Samuel Dr. Pvt, Arthur &amp; Wellington Common Elements Condominium Corporation No 203 Arthur</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2020-043 regarding proposed revisions to the 1260119 Ontario Limited Site Plan Agreement dated September 16th, 2013;</i>  <i>AND FURTHER THAT Landscape Plan Drawing L1 prepared by MHBC Planning, Urban Design &amp; Landscape Architecture, dated May 18, 2010 noted in 1(xii) of the Site Plan Agreement between the Corporation of the Township of Wellington North and 1260119 Ontario Limited, dated September 16, 2013 be replaced with Landscape Plan Drawing L1 prepared by MHBC Planning, Urban Design &amp; Landscape Architecture, Revision No.: 7, dated June 24, 2020;</i>  <i>AND FURTHER THAT Landscape Details Drawing L2 prepared by MHBC Planning, Urban Design &amp; Landscape Architecture, dated May 18, 2010 noted in 1(xiii) of the Site Plan Agreement between the Corporation of the Township of Wellington North and 1260119 Ontario Limited, dated September 16, 2013 be replaced with Landscape Details Drawing L2 prepared by MHBC Planning, Urban Design &amp; Landscape Architecture, Revision No.: 7, dated June 24, 2020.</i></p>	127

3. BUILDING	
<p>a. Report CBO 2020-14 Building Permit Review Period Ending November 30<sup>th</sup>, 2020</p> <p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-15 being the Building Permit Review for the period ending November 30th, 2020.</i></p>	132
4. ECONOMIC DEVELOPMENT	
<p>a. EDO 2020-030 Mount Forest &amp; Arthur Business Improvement Associations</p> <p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2020-030 being a report on the Mount Forest and Arthur Business Improvement Associations,</i></p> <p><i>AND FURTHER THAT Council approve the 2021 workplan for the Mount Forest BIA as presented and approved at the November 17, 2020 BIA Annual General Meeting,</i></p> <p><i>AND FURTHER THAT Council approve the 2021 Budget and tax levy for the Mount Forest BIA as recommended and approved at the November 17, 2020 Annual General Meeting,</i></p> <p><i>AND FURTHER THAT Council approve the 2021 workplan for the Arthur BIA as presented and approved at the November 18, 2020 BIA Annual General Meeting,</i></p> <p><i>AND FURTHER THAT Council approve the 2021 Budget and tax for the Arthur BIA as recommended and approved at the November 18, 2020 Annual General Meeting,</i></p> <p><i>AND FURTHER THAT Council approve the appointment of Jessica McFarlane to the Board of Directors of the Mount Forest BIA as recommended by the Board of Directors at the November 18, 2020 Mount Forest BIA AGM,</i></p> <p><i>AND FURTHER THAT Council authorize the Mayor and CAO to sign an MOU with the Arthur BIA to provide a \$102,000 loan to support Streetscaping Enhancements to take place as part of the Connecting Link Project. The loan will be subject to an interest rate of 2.45% and will be repaid in ten equal instalments commencing February 1st, 2022 and ending February 1st, 2031.</i></p>	134
<p>b. EDO 2020-031 Community Improvement Program</p> <p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North Report EDO 2020-031;</i></p> <p><i>AND FURTHER THAT Council approve a \$2,500 Building Improvement Grant to Wellington Produce Packaging located at 410 Sligo Road in Mount Forest;</i></p> <p><i>AND FURTHER THAT Council approve a \$525 Façade Improvement Grant to Arthur Chiropractic located at 124 George Street in Arthur.</i></p>	141
<p>c. EDO 2020-032 Grant Applications</p> <p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2020-032 being an update on a number of grant applications.</i></p>	144



5. FINANCE	
<p>a. Cheque Distribution Report, December 2, 2020</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated December 2, 2020.</i></p>	148
<p>b. Report TR2020-20 2021 Fees and Charges By-law updates (Various Services)</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report TR2020-20 being a report on 2021 fees and charges by-law updates (various services);</i>  <i>AND FURTHER THAT Council direct staff to proceed with the update to reflect the changes outlined herein for the 2021 calendar year.</i>  <i>AND FURTHER THAT the Mayor and Clerk be authorized to sign the By-law.</i></p>	151
<p>c. Report TR2020-19 Property Tax and Assessment Updates</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-19 being a report on Provincial Property Tax and Assessment updates for information.</i></p>	153
6. OPERATIONS	
<p>a. Report OPS 2020-034 being a report on the local leaf program</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-034 being a report on the local leaf program;</i>  <i>AND FURTHER THAT Council continue to endorse the new Wellington County leaf and yard waste program;</i>  <i>AND FURTHER THAT Council direct staff to promote the new Wellington County leaf and yard waste program in the spring of 2021 with the aim of promoting and transitioning customers to the new service.</i></p>	160
<p>b. Report OPS 2020-039 being a report on the Township's Drinking Water Quality Management System (DWQMS) – 2020 Management Review Meeting Minutes</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-039 being a report on the Township's Drinking Water Quality Management System (DWQMS) – 2020 Management Review Meeting Minutes.</i></p>	162
<p>c. Report OPS 2020-033 being a report on the Township's drainage superintendent services</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-033 being a report on the Township's drainage superintendent services;</i></p>	181

<p><i>AND FURTHER THAT the Mayor and Clerk be authorized to execute the shared Drainage Superintendent agreement.</i></p> <p><i>AND FURTHER THAT staff are directed to work with the Town of Minto to recruit for the position of Drainage Superintendent with an anticipated start date of March 2021.</i></p>	
<p>7. ADMINISTRATION</p>	
<p>a. Report CLK 2020-021 Council, Local Board, Committee and Advisory Committee Code of Conduct</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2020-021 being a report on Council, Local Board, Committee and Advisory Committee;</i></p> <p><i>AND FURTHER THAT Council approves amendments to the Council, Local Board, Committee and Advisory Committee Code of Conduct Policy;</i></p> <p><i>AND FURTHER THAT the Mayor and Clerk be authorized to sign the amending By-law.</i></p>	<p style="text-align: center;">183</p>
<p>8. COUNCIL</p>	
<p>a. Wellington North Power Inc., Quarterly Newsletter – Quarter 3: July 1<sup>st</sup> to September 30<sup>th</sup> 2020</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Power Inc., Quarterly Newsletter – Quarter 3: July 1st to September 30th 2020.</i></p>	<p style="text-align: center;">192</p>
<p>b. Saugeen Conservation, Media Release, dated November 25, 2020, regarding 70 Years of Collaborative Land Use Planning on the Cusp of Being Compromised</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive the Saugeen Conservation, Media Release, dated November 25, 2020, regarding 70 Years of Collaborative Land Use Planning on the Cusp of Being Compromised.</i></p>	<p style="text-align: center;">196</p>
<p>c. Hayden's Hope Foundation, Certificate of Recognition</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive the Certificate of Recognition from Hayden's Hope Foundation.</i></p>	<p style="text-align: center;">198</p>
<p>d. County of Wellington, Media Release, November 26, 2020, Former County Councillor Doreen Hostrawser Receives 2020 Luella Logan Award for Outstanding Service by a Woman in Politics</p> <p>Recommendation: <i>THAT the Council of the Corporation of the Township of Wellington North receive the County of Wellington, Media Release, November 26, 2020, Former County Councillor Doreen Hostrawser Receives 2020 Luella Logan Award for Outstanding Service by a Woman in Politics.</i></p>	<p style="text-align: center;">199</p>

<p>e. Duff Moore, Plant Manager, Rothsay Moorefield Darling International Canada Inc., correspondence dated December 8, 2020, requesting support for the Moorefield Facility, Rothsay, A Division of Darling International Canada Inc.</p> <p>Recommendation:          THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated December 8, 2020 from Duff Moore, Plant Manager, Rothsay Moorefield Darling International Canada Inc. requesting support for the Moorefield Facility, Rothsay, A Division of Darling International Canada Inc.</p> <p>Recommendation:          WHEREAS the Council of the Corporation of the Township of Wellington North is aware that Darling International Canada Inc. has appealed specific conditions of Darling International's Amended Environmental Compliance Approval No. 5238-BSVRHU pertaining to the Rothsay Moorefield Plant to Ontario's Environmental Review Tribunal (Ref ERT File 20-033);</p> <p>NOW THEREFORE BE IT RESOLVED:          THAT Council of the Corporation of the Township of Wellington North acknowledges and supports the Moorefield Facility, Rothsay, A Division of Darling International Canada Inc. as a responsible employer benefitting the surrounding communities through direct and indirect employment; direct and indirect economic impact on agribusiness supply chains from farm to food and feed; and direct and indirect impact to the environment through sustainable and responsible value added conversion of otherwise waste materials.</p> <p>AND FURTHER THAT Council hereby requests that the Environmental Review Tribunal work with the Darling International Canada Inc. in addressing the appeal in a reasonable and balanced manner.</p>	200
<b>IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION</b>	
<b>ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION</b>	
<p>Recommendation:  <i>THAT all items listed under Items For Consideration on the December 14, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:</i></p>	
<b>CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION</b>	
<b>NOTICE OF MOTION</b>	
<b>COMMUNITY GROUP MEETING PROGRAM REPORT</b>	
<p>Councillor Yake (Ward 1):</p> <ul style="list-style-type: none"> <li>• North Wellington Health Care Corporation – Louise Marshall Hospital</li> <li>• Lynes Blacksmith Shop Committee</li> <li>• Wellington North Safe Communities Committee</li> <li>• Upper Grand Trailway Wellington Sub Committee</li> <li>• Wellington North Power</li> <li>• Recreation, Parks and Leisure Committee</li> <li>• Mount Forest Homecoming Committee (inactive)</li> </ul>	

<p>Councillor Burke (Ward 2):</p> <ul style="list-style-type: none"> <li>• Mount Forest Aquatic Ad Hoc Advisory Committee</li> <li>• Wellington North Wellness &amp; Team Building Committee</li> <li>• Mount Forest Business Improvement Area</li> </ul> <p>Councillor Hern (Ward 3):</p> <ul style="list-style-type: none"> <li>• Wellington North Cultural Roundtable</li> <li>• Mount Forest &amp; District Chamber of Commerce</li> <li>• Arthur &amp; District Chamber of Commerce</li> <li>• Arthur Business Improvement Area</li> <li>• Arthur BMX/Skateboard Park Advisory Committee</li> <li>• EarlyON Child and Family Services Committee</li> </ul> <p>Councillor McCabe (Ward 4):</p> <ul style="list-style-type: none"> <li>• Recreation, Parks and Leisure Committee</li> <li>• Saugeen Valley Conservation Authority</li> <li>• Wellington North Health Professional Recruitment Committee</li> <li>• Upper Grand Trailway Wellington Sub Committee</li> </ul> <p>Mayor Lennox:</p> <ul style="list-style-type: none"> <li>• Wellington North Power</li> <li>• Ex Officio on all committees</li> </ul>	
<b>BY-LAWS</b>	
a. By-law Number 100-20 being a by-law to amend By-law 018-19 being a by-law to establish a Code of Conduct for members of Council, Local Board, Committee and Advisory Committees of the Township of Wellington North	202
b. By-law Number 101-20 being a by-law to amend By-law 083-20 being a by-law to appoint a Poundkeeper for the Township of Wellington North	204
c. By-law 102-20 being a by-law to authorize the execution of an agreement for Drainage Superintendent Shared Services Agreement between The Corporation of the Town of Minto and The Corporation of the Township of Wellington North	205
d. By-law 103-20 being a by-law to establish the fees and charges for various services provided by the municipality and to repeal By-laws 119-20 and 018-20	212
<p>Recommendation:</p> <p>THAT By-law Number 100-20, 101-20, 102-20 and 103-20 be read a First, Second and Third time and enacted.</p>	
<b>CLOSED MEETING SESSION</b>	
The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:	
<p>(c) a proposed or pending acquisition or disposition of land by the municipality or local board</p> <p>(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board</p>	

<p>Recommendation:  <i>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:</i></p> <p><i>(c) a proposed or pending acquisition or disposition of land by the municipality or local board</i></p> <p><i>(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board</i></p>	
1. REPORTS	
a. DFC 2020-006 Fire Underwriters Survey	
b. CAO 2020-009 Joint County/Township Operations Facility - Arthur	
2. REVIEW OF CLOSED SESSION MINUTES	
a. November 9, 2020	
3. RISE AND REPORT FROM CLOSED MEETING SESSION	
<p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at ____:____ p.m.</i></p>	
<p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North receive Report DFC 2020-006 Fire Underwriters Survey;</i>  <i>AND FURTHER THAT Council approve the confidential direction to staff.</i></p>	
<p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2020-009 Joint County/Township Operations Facility – Arthur;</i>  <i>AND FURTHER THAT Council approve the confidential direction to staff.</i></p>	
<p>Recommendation:  <i>THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the November 9, 2020 Council Meeting</i></p>	
<b>CONFIRMING BY-LAW</b>	223
<p>Recommendation:  <i>THAT By-law Number 104-20 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 December 14, 2020 be read a First, Second and Third time and enacted.</i></p>	
<b>ADJOURNMENT</b>	
<p>Recommendation:  <i>THAT the Regular Council meeting of December be adjourned at ____:____ p.m.</i></p>	

## MEETINGS, NOTICES, ANNOUNCEMENTS

Regular Council Meeting – via video conference	Monday, January 11, 2021	2:00 p.m.
Regular Council Meeting – via video conference	Monday, January 25, 2021	7:00 p.m.
Recreation, Parks and Leisure Committee	Tuesday, February 2, 2022	8:30 a.m.

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

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

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



# 2021 BUDGET PRESENTATION

December 14, 2020

## 2021 Proposed Tax Levy Increase (Operating Only)

A 3.87% increase = 195,162 of increased (operating only – Exclusive of Capital contributions & transfers to/from reserves) levy dollars in comparison to the 2020 budgeted levy of \$5,037,584

Preliminary MPAC data shows:

\$92,692– is related to real growth (1.84% increase in new assessment)

\$102,470– is a true levy increase (2.03% increase in tax levy)

\$195,162 Total (Operating Only) Levy Increase





# Operating Budget Summary Analysis by Segment

## 2021 Budget Summary

FIR Category	2020 Budget	2021 Budget	% Change	Change \$	Comment
<b>General Government</b>					
General Government	-1,770,050	-1,638,850	-7.4%	131,200	Reductions in: OMPF, Interest (Market Forces), and Penalties (trend)
Other Revenues-Supps/Omits/Write-offs	-170,416	-167,116	-1.9%	3,300	Increase in tax rebate for low-income seniors and persons with disabilities
Council	143,489	143,489	0.0%	0	
Administration	868,832	932,846	7.4%	64,014	Reduced transfers out (interfunctional transfers)
Property	-8,582	-14,759	72.0%	-6,177	Reduced utilities and cleaning & maintenance costs (trend)
WNP Holding Co.	53,100	0	-100.0%	-53,100	No activity planned for 2021



# Operating Budget Summary Analysis by Segment

## 2021 Budget Summary

FIR Category	2020 Budget	2021 Budget	% Change	Change \$	Comment
<b>Protection Services</b>					
Fire	696,601	712,045	2.2%	15,444	Increased contributions employee and group benefits costs (trend)
Police/Crossing Guard	53,032	51,282	-3.3%	-1,750	
Conservation Authority	161,704	173,006	7.0%	11,302	Anticipated CA levy cost increases for 2021
Protective Inspection & Control	-27,944	-20,124	-28.0%	7,820	
Animal Control	-600	7,154	-1292.3%	7,754	Reduced Dog Tag revenues
By-Law Enforcement	63,222	58,310	-7.8%	-4,912	Reduction in anticipated 2021 wage/benefit costs



# Operating Budget Summary Analysis by Segment

## 2021 Budget Summary

FIR Category	2020 Budget	2021 Budget	% Change	Change \$	Comment
Transportation Services					
Roads	3,249,374	3,042,868	-6.4%	-206,505	Reductions in Debt servicing & operating costs (internalized street sweeping)
Streetlights	-5,000	-5,000	0.0%	0	
Rural Water	7,898	7,800	-1.2%	-98	
Health Services					
Hospital	0	0	0.0%	0	
Cemetery	96,276	95,118	-1.2%	-1,158	
Recreation and Cultural Services					
Parks & Recreation	1,224,317	1,494,306	22.1%	269,989	Increased wage & benefit costs associated with additional sanitization processes, in concert with anticipated reduction in community centre and arena revenues



# Operating Budget Summary Analysis by Segment

## 2021 Budget Summary

FIR Category	2020 Budget	2021 Budget	% Change	Change \$	Comment
<b>Planning and Development</b>					
Planning	116,236	73,031	-37.2%	-43,205	Reduction in anticipated revenues offset by reduced corresponding County charges
Commercial & Industrial	0	0	0.0%	0	
Economic Development	248,580	241,640	-2.8%	-6,940	Increased wage, benefit, and BR&E costs offset by increased grant revenues
Tile Drains	0	0	0.0%	0	
Municipal Drains	37,515	45,700	21.8%	8,185	Year over year increases attributed to Drainage Superintendent costs (knowledge transfer overlap as part of transition)
<b>Total Levy Requirement</b>	<b>5,037,584</b>	<b>5,232,746</b>	<b>3.874%</b>	<b>195,162</b>	



# Reserve and Reserve Fund Impact on Operating Budget (Net Transfers)

## Net Reserve & Reserve Fund Transfers

2020			
	<i>From</i>	<i>To</i>	<i>Net</i>
Council	0	118,600	118,600
Admin	0	52,000	52,000
Property	0	16,000	16,000
Fire	0	153,000	153,000
CBO	0	27,944	27,944
Roads	184,760	79,482	(105,278)
Streetlights	0	5,000	5,000
Rec	35,760	100,000	64,240
Planning	0	0	0
Cemetery	0	5,000	5,000
WNP Holding	49,100	0	(49,100)
<b>Taxation Total</b>	<b>269,620</b>	<b>557,026</b>	<b>287,406</b>
Sewer	847,512	396,028	(451,484)
Water	123,968	236,426	112,458
<b>User Fee Total</b>	<b>971,480</b>	<b>632,454</b>	<b>(339,026)</b>
<b>Grand Total</b>	<b>1,241,100</b>	<b>1,189,480</b>	<b>(51,620)</b>

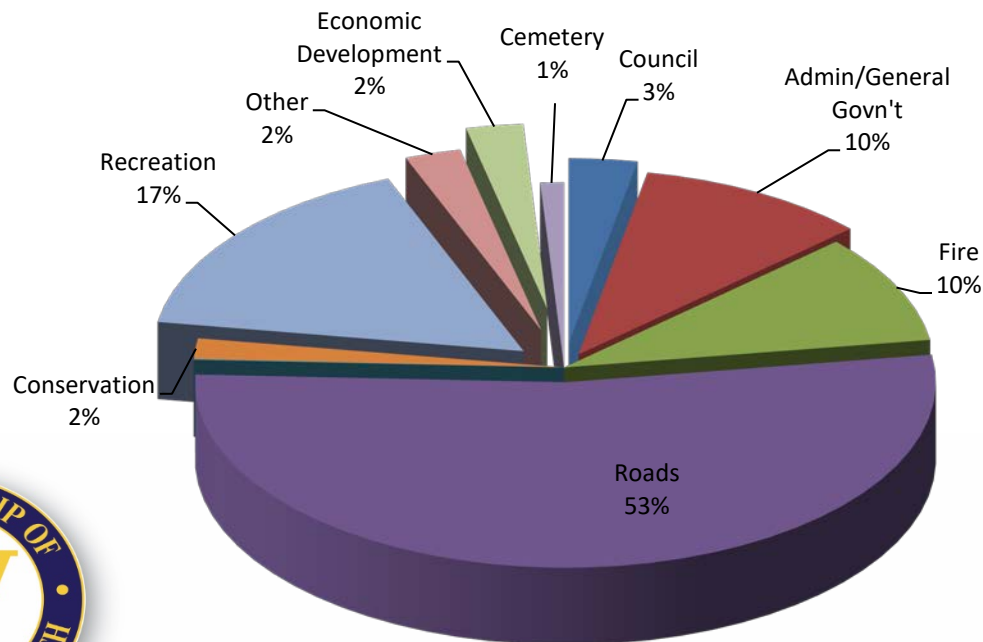
2021			
	<i>From</i>	<i>To</i>	<i>Net</i>
Council	0	146,200	146,200
Admin	0	52,000	52,000
Property	0	16,000	16,000
Fire	0	210,600	210,600
CBO	0	20,124	20,124
Roads	0	79,482	79,482
Streetlights	0	5,000	5,000
Rec	0	100,000	100,000
Planning	0	0	0
Cemetery	0	5,000	5,000
WNP Holding	0	0	0
<b>Taxation Total</b>	<b>0</b>	<b>634,406</b>	<b>634,406</b>
Sewer	934,166	676,371	(257,795)
Water	0	159,226	159,226
<b>User Fee Total</b>	<b>934,166</b>	<b>835,597</b>	<b>(98,569)</b>
<b>Grand Total</b>	<b>934,166</b>	<b>1,470,003</b>	<b>535,837</b>



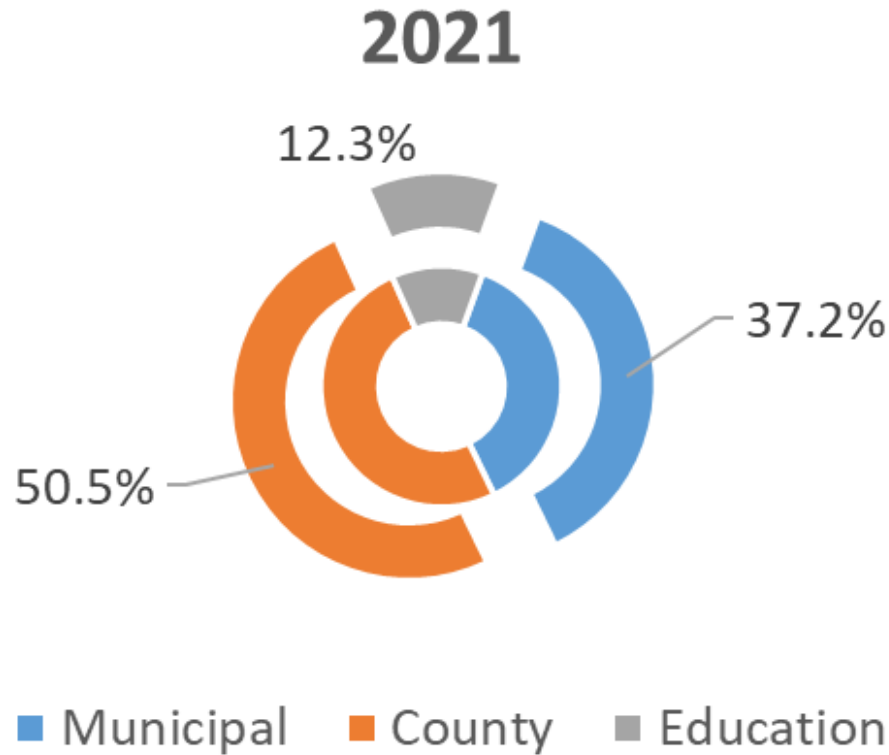
# 2021 Fully Loaded Budget

	<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%	141,200	24.30%
Net Transfers	(384,937)	173,806	-145.15%	493,206	183.77%
Contributions to Capital	2,275,000	2,347,967	3.21%	1,951,980	-16.87%
Total Budgeted Tax Levy	7,425,439	7,672,957	3.33%	7,819,132	1.91%
				Organic Growth	1.84%
				Impact to Existing Taxpayer	0.07%

## 2021 Where Budget Dollars Go



## Distribution of Tax Dollars Collected by the Township (Estimate)



# Taxes on the Average Residential Single Family Dwelling (Estimated)

**2020 Assessment \$269,673**

**2021 Assessment \$269,673**

Levy Destination	% of 2021 Total Tax Bill	2020 Taxes	2021 Taxes	\$ Change	% Change
Township	37%	\$ 1,249.69	\$ 1,252.20	2.52	0.20%
County	50%	\$ 1,658.02	\$ 1,698.00	39.98	2.41%
Education - Estimate	12%	\$ 412.60	\$ 412.60	0.00	0.00%
Total	100%	\$ 3,320.30	\$ 3,362.80	42.50	1.28%

[https://youtu.be/xgGbLotF\\_QQ](https://youtu.be/xgGbLotF_QQ)





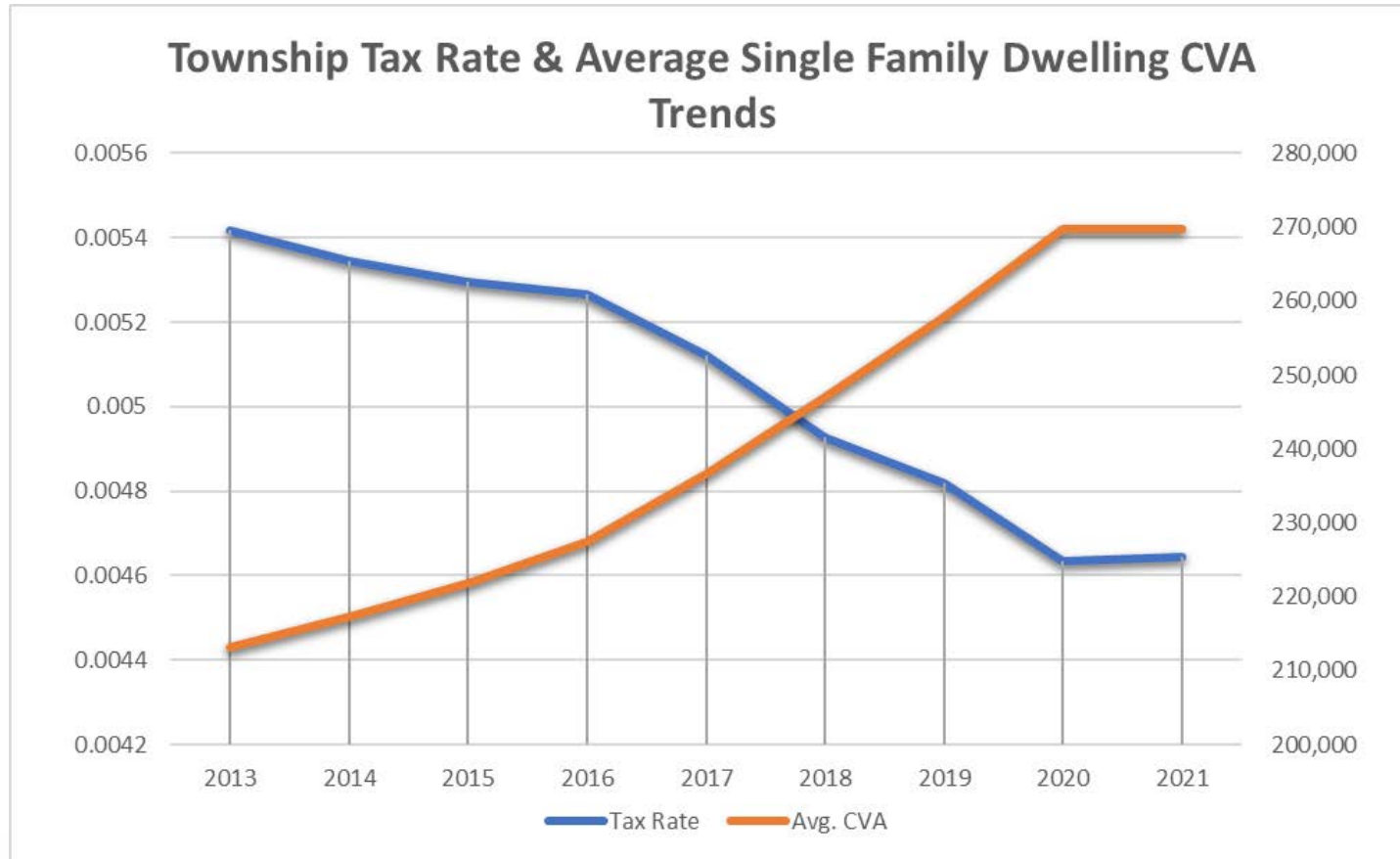
# Impact on Taxpayers – Wellington North Portion Only

Property Type	2020 Assessment	2021 Assessment	2020 TWP Taxes	2021 TWP Taxes	\$ Tax Change	% Tax Change
RT-Single Family Dwelling (average)	269,673	269,673	1,249.68	1,252.20	2.52	0.20%
RT – Farm House (typical)	203,200	203,200	941.64	943.54	1.90	0.20%
FT – Farmland (typical)	865,700	865,700	1,002.93	1,004.95	2.02	0.20%
CT – Commercial (typical)	469,274	469,274	3,242.41	3,248.94	6.53	0.20%
IT – Industrial (typical)	593,092	593,092	6,596.24	6,609.53	13.29	0.20%



# Tax Rate Trend

## 2021 BUDGET OVERVIEW



# 2021 Capital Program

## 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	-	-	-	-	-	1,171,220
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	5,497,282
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	391,000
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	-	-
Total	7,690,179	8,389,868	10,264,211	20,084,907	18,917,988	15,116,742



# 2021 Capital Program

<b>Funding Model</b>						
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	3,512,480
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	2,390,781
Developer Contributions	-	-	594,000	344,660	344,655	334,905
External Debt	-	-	-	-	-	-
Gas Tax	503,294	497,000	627,000	726,000	566,000	200,000
Sustained OCIF	294,841	500,471	705,210	1,050,428	1,030,120	909,000
Prior Year Carry Fwd	571,284	-	1,064,696	781,594	9,436,366	4,496,593
Unfunded Amounts	411,824	-	-	1,100,000	33,875	-
	7,690,179	8,389,868	10,264,211	20,084,907	18,917,988	15,116,742



# 2021 Capital Program

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b><u>Council Directed Projects</u></b>	
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
	<b>1,171,220</b>



## 2021 Capital Program

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
	<b>152,331</b>



# 2021 Capital Program

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b><u>Development Driven Projects</u></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
	<b>306,220</b>



# 2021 Capital Program

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





## 2021 Capital Program

# 2021 BUDGET OVERVIEW

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
	<b>258,700</b>



# 2021 Capital Program

## 2021 BUDGET OVERVIEW

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
	<b>391,000</b>



## 2021 Capital Program

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
	<b>216,866</b>



# 2021 Capital Program

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-30 - ROADS</b>	
<u><b>Engineering Only</b></u>	
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

## 2021 BUDGET OVERVIEW

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



# 2021 Capital Program

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-30 - ROADS</b>	
<b><u>Gravel - Base Rebuild</u></b>	
Sideroad 10 West (Continuation)	120,000
<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
<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 Maas Park (Pulverize and Pave)	70,000
Resurface Domville St. (Preston to Wells)	50,000



# 2021 Capital Program

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
	<b>5,280,416</b>



# 2021 Capital Program

## 2021 BUDGET OVERVIEW

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

## 2021 BUDGET OVERVIEW

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-40 - SANITARY SEWERS</b>	
<b><u>Water/Sewer/Roads Projects</u></b>	
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
	<b>3,298,269</b>



# 2021 Capital Program

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<b>00-42 - WATERWORKS</b>	
<b><u>Engineering Only</u></b>	
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

## 2021 BUDGET OVERVIEW

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
	<b>2,574,875</b>



# 2021 Capital Program

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
	<b>1,456,845</b>
<b>2021 Summary</b>	<b>15,116,742</b>



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

# 2021 Budget Overview - Revenues

	2019 ACTUALS	2020 BUDGET	2021 BUDGET	NET BUDGET CHANGE	
				\$	%
<b>REVENUE</b>					
General Expenses/revenues (Surplus fwd)	-	-	-	-	
Tax Levy Requirement	7,425,439	7,672,956	7,819,132	146,176	1.9%
PIL'S and Supplementary Taxes	694,485	414,846	421,106	6,260	1.5%
OMPF Allocation	1,296,800	1,283,700	1,277,500	(6,200)	-0.5%
Tax Write/Offs	(60,063)	(100,500)	(103,800)	(3,300)	3.3%
Grants and Subsidies	54,048	51,700	70,700	19,000	36.8%
Municipal Recoveries	163,992	155,500	155,500	-	0.0%
Licences, Permits and Rents	545,378	788,468	585,968	(202,500)	-25.7%
Fines and Penalties	155,577	175,000	150,000	(25,000)	-14.3%
User Fees and Charges	5,720,986	5,642,618	5,584,043	(58,575)	-1.0%
Sales Revenue	88,525	125,500	76,960	(48,540)	-38.7%
Other Revenue	747,670	343,850	233,850	(110,000)	-32.0%
Internal Recoveries	119,420	609,240	624,310	15,070	2.5%
Capital Project Recovery	-	-	-	-	0.0%
Transfer from Reserves/Reserve Funds	1,140,105	1,241,100	934,166	(306,934)	-24.7%
<b>Total Revenue</b>	<b>18,092,362</b>	<b>18,403,978</b>	<b>17,829,435</b>	<b>(574,543)</b>	<b>-3.1%</b>



# 2021 Budget Overview – Expenses & Transfers

EXPENDITURES					
Salaries, Wages and Employee Benefits	4,825,336	5,171,983	5,265,578	93,595	1.8%
Long Term Debenture Charges	1,414,782	1,477,133	934,166	(542,967)	-36.8%
Materials, Supplies and Equipment	3,220,861	3,409,194	3,385,423	(23,771)	-0.7%
Contracted Services	1,722,864	2,142,845	1,927,115	(215,730)	-10.1%
Rents, Insurance and Financial Expenses	460,175	485,202	499,204	14,002	2.9%
External Transfers	237,210	237,854	249,156	11,302	4.8%
Internal Charges	119,420	609,240	624,310	15,070	2.5%
<b>Total Expenditures</b>	<b>12,000,648</b>	<b>13,533,451</b>	<b>12,884,952</b>	<b>(648,499)</b>	<b>-4.8%</b>
Net Revenue Before Transfers	6,091,714	4,870,527	4,944,483	73,956	1.5%
Transfer to Reserves	1,161,494	1,184,480	1,465,003	280,523	23.7%
Transfer to Reserve Fund	29,589	5,000	5,000	-	0.0%
Transfer to Capital Fund	3,683,657	3,681,047	3,474,480	(206,567)	-5.6%
Surplus (for transfer to reserves - Estimated)	1,216,974	-	-	-	0.0%
	6,091,714	4,870,527	4,944,483	73,956	1.5%
Net Operating Surplus (Deficit)	-	-	-	-	
			Tax Levy Increase	146,176	
			% Tax Levy Change	1.91%	
*1% tax rate = \$78,191.32					





**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
**PUBLIC MEETING MINUTES – NOVEMBER 23, 2020 @ 7:00 P.M.**  
**VIA WEB CONFERENCING <https://www.youtube.com/watch?v=pTp6y1cd-Xw>**

**Members Present:**

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

**Staff Present:**

<b>Chief Administrative Officer:</b>	<b>Michael Givens</b>
<b>Director of Legislative Services/Clerk:</b>	<b>Karren Wallace</b>
<b>Deputy Clerk:</b>	<b>Catherine Conrad</b>
<b>Director of Finance:</b>	<b>Adam McNabb</b>
<b>Economic Development Officer:</b>	<b>Dale Small</b>
<b>Chief Building Official:</b>	<b>Darren Jones</b>
<b>Human Resources Manager:</b>	<b>Chanda Riggi</b>
<b>Director of Fire Services:</b>	<b>Chris Harrow</b>
<b>Director of Operations:</b>	<b>Matthew Aston</b>
<b>Community Recreation Coordinator:</b>	<b>Mandy Jones</b>
<b>Manager, Environmental and Developmental Services:</b>	<b>Corey Schmidt</b>
<b>Manager of Planning and Environment:</b>	<b>Linda Redmond</b>
<b>Planner:</b>	<b>Matthieu Daous</b>

**CALLING TO ORDER - Mayor Lennox**

Mayor Lennox called the meeting to order.

**DISCLOSURE OF PECUNIARY INTEREST**

No disclosure of pecuniary interest declared.

**OWNERS/APPLICANT**

Cachet Developments (Arthur) Inc.

**LOCATION OF THE SUBJECT LAND**

The land subject to the proposed Draft Plan of Subdivision (File No. 23T 20202) and the proposed zoning amendment are legally described as Pt Park Lts 3-4 S/S Domville; Pt Park Lots 6 & 7 N/S Smith; RP 60R1199 Parts 3 & 4 RP; 60R3022 Pt 2 and Crown Survey Pt Park Lot 8 N; Smith ST RP 61R10854 Part 2. The subject property has a total area of 11.08 ha (27.38 ac).

**PURPOSE AND EFFECT OF THE APPLICATION**

The purpose and effect of the proposed Zoning By-law amendment will rezone the lands from High Density Residential Holding Zone ((H)R3), Low Density Residential Zone (R1C) and Medium Density Residential (R2) to Site Specific Low Density Residential Zone (R1C-xx) and High Density Residential Zone (R3-xx). Through the zoning amendment process the applicant is seeking to remove the Holding symbol on the lands, which is in place to ensure sufficient municipal service capacity is available for proposed development. The amendment is required in order to facilitate the proposed Draft Plan of Subdivision (23T-20202).

The applications for Draft Plan of Subdivision and Zone Amendment will result in the creation of a mixed density residential development. Specifically, the overall proposal will create 141 single detached units and 99 townhouse units. A storm water management area is also proposed as part of the overall plan. The details of the proposed Draft Plan of Subdivision (23T-20202) is as follows:



Land Use	Lots/Blocks	Units	Area (ha)
11m (36') Detached	1-141	31	1.06
12.2m (40') Detached		97	3.4
13.72m (45') Detached		13	0.73
6.1m (20') Townhouse	142-160	99	1.88
Stormwater Management Pond	161		1.05
6m Pipe Blocks	162-163		0.06
20m Right of Way			3.04
<b>TOTAL AREA</b>			<b>11.22</b>

## NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on October 30, 2020.

## PRESENTATIONS

- Linda Redmond & Matthieu Daoust, Planner, County of Wellington,
  - Planning Report dated November 18, 2020

The purpose of this report was to provide the Township with an overview of the subdivision application and provide the comments received to date.

**Location** The land subject to the proposed draft plan of subdivision is situated in the Urban Centre of Arthur (Wellington North). The property is located on Preston St N. The size of the subject property is 11.08 hectares (27.38 acres).

### Proposal

The application for a Draft Plan of Subdivision will result in the creation of a mixed density residential development on lands that are currently vacant. The overall proposal will create 141 detached residential units and 99 townhouse units. Also included in the proposal is a 1.05 ha (2.59 ac) stormwater management block. The proposed Zoning By-law amendment will rezone the lands from High Density Residential Holding ((H)R3), Low Density Residential (R1C) and Medium Density Residential (R2) zone to Site Specific Low Density Residential (R1C-xx), Site Specific High Density Residential (R3-xx) zone and Open Space (OS) zone to facilitate the proposed subdivision. The details of the proposed Draft Plan of Subdivision (23T-20202) are as follows:

Land Use Schedule:

Land Use	Lots/Blocks	Units	Area (ha)
11m (36') Detached	1-141	31	1.06
12.2m (40') Detached		97	3.4
13.72m (45') Detached		13	0.73
6.1m (20') Townhouse	142-160	99	1.88
Stormwater Management Pond	161		1.05
6m Pipe Blocks	162-163		0.06
20m Right of Way			3.04
<b>TOTAL AREA</b>			<b>11.22</b>

### Provincial Policy Statement (PPS)

The subject property is located within the settlement area of Arthur. Section 1.1.3.1 of the Provincial Policy Statement states that "settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted." Section 1.1.3.6 states that settlement areas are encouraged to include a mix of densities and land uses.

Section 1.4.1 seeks to provide a range and mix of housing types and densities to meet the needs of current and future residents of the area.

#### A Place to Grow

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields.

Section 2.2.1.4 of the Plan seeks to achieve a complete community including a diverse mix of lands uses and provide for a more compact built form and vibrant public realm.

Section 2.2.2 establishes growth targets for development within delineated built-up areas. The proposed subdivision is located within a built boundary per the Official Plan which states that a minimum of 20% of new housing must be within the built-up area.

#### Wellington County Official Plan Policy Framework

The lands subject to the amendment are designated RESIDENTIAL in the Urban Centre of Arthur. The property is located within the defined “built boundary” and therefore is considered a Brownfield site.

#### Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to encourage more efficient use of land through increased densities within the built boundary of urban centres.

Section 3.3.1 identifies targets and states “By the year 2015 and for each year thereafter, a minimum of 20 percent of all residential development occurring annually will be within the built-up area”.

Section 3.5 of the Plan allocates growth to the local municipalities. Wellington North is anticipated to grow from 12,490 persons in 2016 up to 17,085 persons in 2036. An additional 1695 households are predicted.

Section 4.4.2 of the Official Plan encourages intensification in urban centres and further states that the County will encourage an adequate supply and variety of housing at densities that are efficient and suited to small town character.

Section 4.4.3 encourages intensification in urban centres, particularly new residential development which are cost effective, environmental sound and compatible with existing uses, small town scale and character.

#### Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, and e) to ensure that an adequate level of municipal services will be available to all residential areas”.

The policies of Section 8.3.11 of the Official Plan encourage development of “vacant or underutilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks”.

#### Wellington North Community Growth Plan

The following relevant Growth Management Goals have been identified:

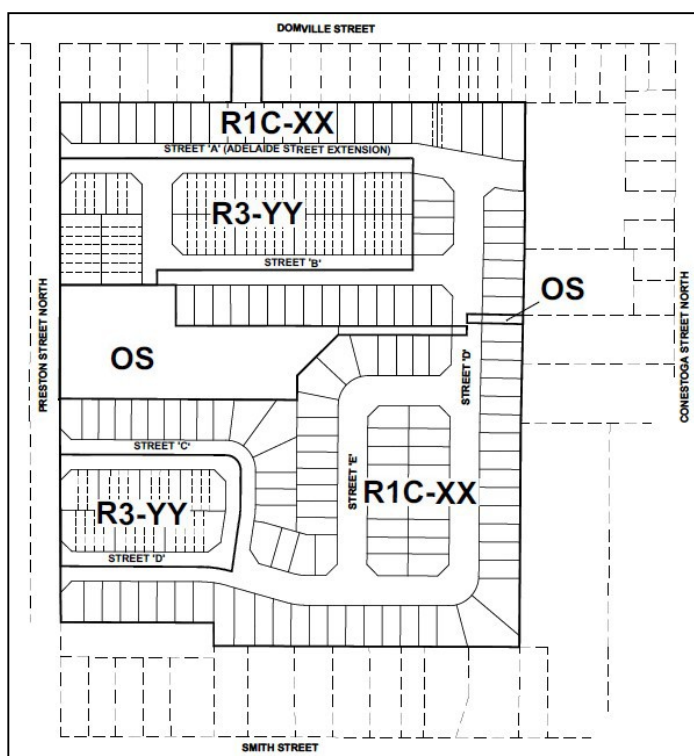
- To direct and focus development to the urban areas of Arthur and Mount Forest as the primary centres and complete communities with a mix of land uses, housing, jobs and services.
- To plan and promote orderly, compact development within the urban areas, based on phasing to align with planning for infrastructure, transportation, facilities and services.
- Intensification Goals – To encourage intensification generally to achieve the desired urban structure.

# Wellington North Zoning By-law 66-01

The subject lands are currently zoned High Density Residential Holding ((H)R3), Low Density Residential (R1C) and Medium Density Residential (R2) zone. The applicants are proposing 141 detached residential units and 99 street townhouse units. The current zoning provisions on the subject lands permit single family and townhouse dwellings. An application to amend the Zoning By-law to implement the proposed Draft Plan of Subdivision has been submitted to the Township. The amendment is seeking zoning relief to permit reductions in lot area, frontage and setbacks as follows:

Lot/Block	Proposed Land Use	Proposed Zone
Lots 1-141	Single detached dwellings	R1C-xx
Block 142-160	Townhouses	R3-xx
Block 161	Stormwater Management	OS
Block 162-163	Pipe Block	OS

A draft zone amendment will be brought back to Council at a later date. The proposed zoning and associated site specific criteria is shown in figure 3 as well as the proposed zoning relief.



R1C Zoning Provisions	Required	Proposed
LOT AREA, Minimum	371.6 m <sup>2</sup> (4,000 ft <sup>2</sup> )	300 m <sup>2</sup> (3229 ft <sup>2</sup> )
LOT FRONTAGE, Minimum	12.0 m (39.3 ft.)	11.0 m (36 ft)
FRONT YARD, Minimum: Dwelling Garage	6 m (19.7 ft.)	2 m (6.56 ft) 6 m (19.7 ft.)
INTERIOR SIDE YARD, Minimum	1.2 m (3.9 ft)	1.2 m (3.9 ft) – one side 0.6m (1.96 ft) – other side
EXTERIOR SIDE YARD, Minimum	6 m (19.7 ft.)	2 m (6.56 ft)
REAR YARD, Minimum	7.6 m (24.9 ft.)	6 m (19.7 ft)
LOT COVERAGE, Maximum	40%	None

R3 Zoning Provisions – Street Townhouse	Required	Proposed
LOT AREA, Minimum	232.0 m <sup>2</sup> (2,497.3 ft <sup>2</sup> )	165 m <sup>2</sup> (1776 ft <sup>2</sup> )
LOT FRONTAGE, Minimum <ul style="list-style-type: none"> <li>□ Interior lot</li> <li>□ Corner lot</li> </ul>	6.5 m (21.3 ft.) 14.0 m (46.0 ft.)	6.1 m (20 ft) 10.5 m (34.4 ft)
FRONT YARD, Minimum <ul style="list-style-type: none"> <li>□ Dwelling</li> <li>□ Garage</li> </ul>	6 m (19.7 ft.)	2 m (6.56 ft) 6 m (19.7 ft.)
EXTERIOR SIDE YARD, Minimum	6 m (19.7 ft.)	2 m (6.56 ft)
REAR YARD, Minimum	7.6 m (24.9 ft.)	6 m (19.7 ft.)

### Background

It should be noted a large portion of the subject lands previously received draft approval for a subdivision in 1993. The old draft plan was proposing virtually the same building typologies as the current applicant, apart from the addition of semi-detached units. The old draft plan proposed 33 single family dwellings, 32 semi-detached dwellings and 61 townhouse/condo units, thus a total of 126 residential units as well as a large school block and park area. The school block is no longer required by the school board.

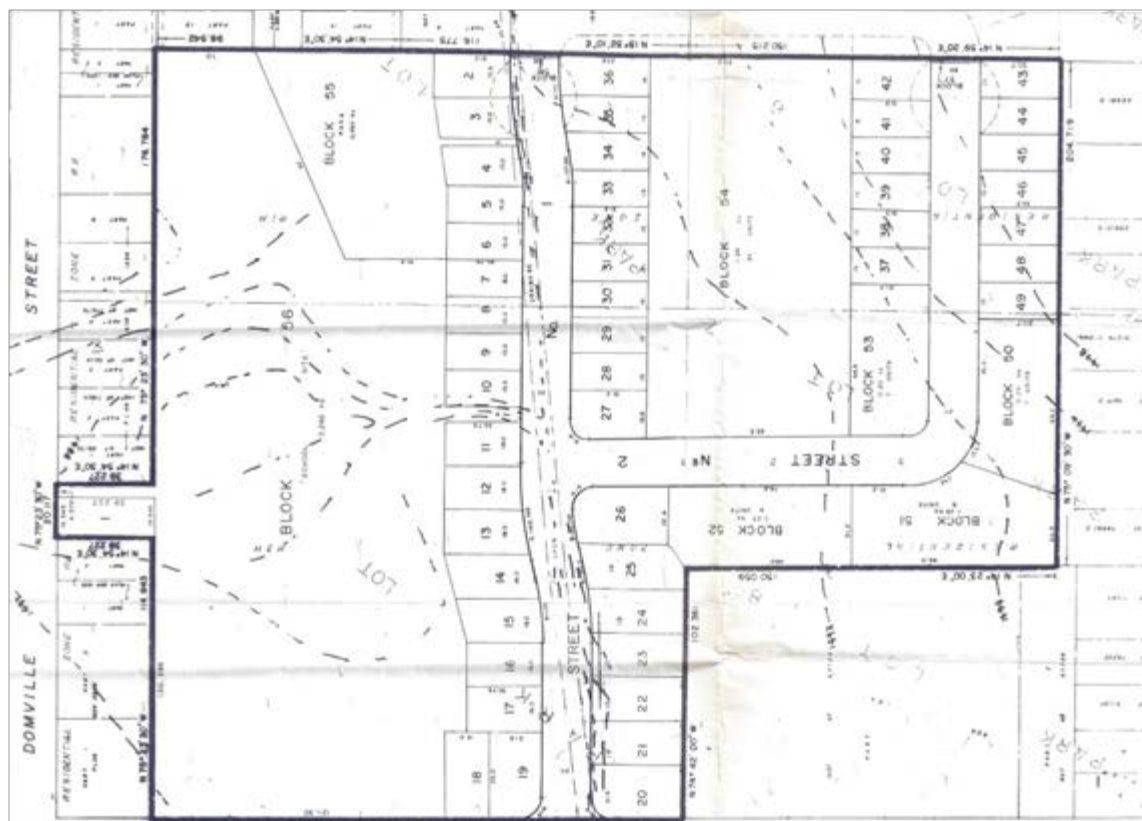


Figure 4. 1993 draft approved subdivision on the subject lands (Source: Glen Sschnarr & Associates Inc)

### Technical Study Review

The following technical reports have been prepared in support of the application:

- Functional Servicing Report and Storm Water Management Report (August 2020) Urbtech Engineering Inc.
- Traffic Impact Assessment (August 2020) C.F. Crozier & Associates Inc.
- Environmental Impact Statement (August 2020) Beacon Environmental Limited.
- Phase 1 and 2 Environmental Assessments (January 2020 & February 2020) Colestar environmental Inc.
- Geotechnical Report (April 2020) MOTO Engineering Co.
- Planning Justification Report (August 2020) Glen Schnarr & Associates Inc.

### Agency Review

To date we have received the following comments from circulated agencies:

Agency	Position	Comments
Bell Canada	No objection Subject to Conditions	In comments of October 23, 2020, Bell Canada indicated that conditions of draft approval include that the owner grant any easements that may be Required for communication/telecommunication infrastructure.
Upper Grand District School Board (UGDSB)	No objection Subject to Conditions	In comments of October 30, 2020 the UGDSB indicated that development charges are applicable, and that adequate sidewalks, lighting and snow removal is provided.
Wellington Source Water Protection	No objection	In comments of November 2, 2020, Wellington Source Water Protection indicated the property is located in a WHPA-D (25 year time-of-travel). No notice is required pursuant to the Clean Water Act.
Triton Engineering (Township Engineer)		Comments of November 6, 2020, Triton Engineering indicated the need for further evidence to support the current storm sewer and SWM design and compatibility.

Comments from the Conservation Authority, Wellington North Power, Hydro One, Enbridge Gas, the French Catholic School Board have not been received at time of the writing of these comments. We understand the plans are currently under review. Issues may arise in these reviews that need to be addressed.

To date, comments were received from the members of the public who raised concerns with drainage and potential flooding on the neighbouring properties, and the density of some areas of the proposed plan.

### Preliminary Planning Comments

#### Density/Development Concept

The proposed residential development is anticipated and encouraged by Provincial and County planning policy. The subject property is located within the built boundary of Arthur and is considered a brownfield area. This large, vacant parcel of land abuts existing residential lands and is located within an established residential area. Section 4.4 of the Official Plan outlines housing policies. The main applicable policies, Section 4.4.2 and 4.4.3 speak to a variety of housing typologies and residential intensification. The proposal includes three varying sizes of single detached dwellings and townhouses.

### Storm Water Management

We have not been provided with comments from the Township Consulting Engineer on the Functional Servicing Report. We understand the plans are currently under review.

### Availability of Municipal Services

In terms of servicing, the proposed development is to be provided with municipal sewage and water supply services. Further conditions will address this.

### Wellington North Zoning By-law

The subject lands are currently zoned High Density Residential Holding ((H)R3), Low Density Residential (R1C) and Medium Density Residential (R2) zone. The applicants are proposing 141 detached residential units and 99 townhouse units. The current zoning provisions on the subject land already permit the applicant proposed building typologies (single detached dwelling and street townhouses). An application to amend the Zoning By-law to implement the proposed Draft Plan of Subdivision has been submitted to the Township. The amendment is seeking to alter the current zoning by implementing site specific provisions to support the developers proposed products. The site specific provisions will seek to address zone requirements including lot area, frontage and setbacks.

### Conclusion

We are satisfied that the proponent has addressed the applicable land use planning policies. This statutory public meeting will provide an opportunity for the community and area residents to ask questions and seek more information from the proponent and their consultants. If Council is in support of the draft plan of subdivision a resolution in support of it should be passed by Council after the public meeting and forwarded to the County along with required records.

- Stephen Closs, MES(PI) Planner, Glen Schnarr & Associates Inc.
  - Presentation dated November 2020

Mr. Closs and Marcus Gagliardi, Development Planner, Cachet Homes, reviewed the proposed development that will create 240 new homes. The development will have five new internal streets, a stormwater management pond and equip Preston Street North with sidewalk on the east side. Conceptual home designs were presented. Studies that have been undertaken include a Planning Justification Report, Functional Servicing and Stormwater Management Report, Traffic Impact Assessment, Environmental Impact Assessment, Geotechnical Report, and Phase 1 and 2 Environmental Site Assessments.

The proposed development is consistent with Provincial and County policies. It will contribute to the County's intensification target for the Township of Wellington North and the Village of Arthur and proposes an increase in density that is appropriate to the small-town context. The proposed development will make use of existing and planned water, sewer and stormwater infrastructure. Internal streets and Preston Street North will be lined with sidewalks, making them both car and pedestrian friendly. Technical studies demonstrate that stormwater can be satisfactorily managed with the addition of the storm water management pond and proper grading, that traffic can be managed by the existing road infrastructure and that impacts to ecology and natural heritage features will be minimized.

### **CORRESPONDENCE FOR COUNCIL'S REVIEW**

- Meaghan Palynchuk, Manager Municipal Relations, Network Provisioning (Bell Canada)
  - Email dated October 23, 2020 (No Objection)
- Adam Laranjeiro, Planning Technical, Upper Grand District School Board
  - Letter dated October 30, 2020 (No Objection)
- Emily Vandermeulen, Risk Management Inspector/Source Water Protection Coordinator, Wellington Source Water Protection
  - Email & Map dated November 2, 2020 (No Objection)

- Dustin Lyttle, E.I.T., Triton Engineering Services Limited
  - Memorandum dated November 6, 2020
- Lynda White & George White
  - Letter received by Email on November 13, 2020 (Objection)

## **REQUEST FOR NOTICE OF DECISION**

The by-law will be considered at a future Regular Council meeting. Persons wishing to be notified of the decision must submit a written request to the Director of Planning and Development, Corporation of the County of Wellington, 74 Woolwich Street, Guelph, ON N1H 3T9.

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

Lynda and George White, 162 and 166 Conestoga Street North, expressed concerns of potential flooding on their property and neighbouring properties. There is a drainage easement that goes through their property that will go to the storm water management pond. During heavy rain events they have had flooding issues on Conestoga Street and at the back corner of their lot where the last few feet is open ditch. The Whites objected to the density of the homes that will be directly behind their property and inquired about the height of the houses. Mr. Closs commented that the houses will be standard two-storey homes. Engineers have indicated that no drainage issues are anticipated.

Marcus Gagliardi spoke to the stormwater management and drainage of the site. They will be required to manage approximately 33 hectares of external flows coming onto the site and are working with staff and the GRCA to ensure the stormwater management is operating properly. Hopefully in a post development scenario stormwater management will improve overall.

Scott Bokor, 152 Conestoga Street North, stated that he also has concerns regarding drainage. His house is the lowest on the street to the west and he has experienced flooding in his basement due to the current drain not draining properly because it needed to be cleaned out.

Brent McKee, 150 Conestoga Street North, also had concerns with the drainage as the water is only a few inches below the basement floor. He is concerned about the wildlife in the bush behind them. Is there a plan to bring traffic out to Adelaide Street in the future? The Public School is right across the street from their house and cars are traveling at a fast speed now. If more cars are added what will be done to slow traffic down? Mr. Closs explained that the portion of land separating the subject land from the existing Adelaide Street is privately owned. It was designed so that at some point it can be extended. When that time comes traffic calming measures can be explored. At this stage the proposal would not see Adelaide Street connected. In regard to the wildlife, this land is zoned as residential and is targeted for that purpose. An Environmental Impact Assessment has been completed and is being reviewed by the GRCA. Mr. Gagliardi added that for the time being or immediate future the County or the Township would implement an approval condition, either making that a turning circle that dead ends so all traffic from the subdivision would be directed to Preston Street, which was contemplated in the traffic study. If a connection is made traffic calming measures could be made by them or the Township.

Mike deWitt, 143 Conestoga Street North, had concerns regarding the water issues. He is also concerned that there is no space set aside for green lands for the wildlife. Mr. deWitt was not in favour of an Adelaide Street extension.

Tracey Swift, 303 Domville Street, and her neighbour Wanda from 305 Domville, although the development is not directly behind their properties and it has been commented that it is private land, they also have a water problem in their backyards and want to ensure the development is not going to make it worse.

Correspondence received from Brenda Roelofsen regarding land owned by the estate of William Linton asking what is proposed to accommodate the lots behind 172 Conestoga Street North that are beside the subject property. Access by road was denied when the extension of Walton Street did not happen because of a new residential build. Further, will there be opportunity to develop the

four lots with an extension of Adelaide Street. They do not want the property landlocked the way it happened with the Walton Street extension and the building of a residential lot. Ms. Redmond commented that the four lots in between the proposed development and the existing homes on Conestoga are landlocked. They do own a lot that fronts on Conestoga and the piece behind that lot; but they are held in separate title. They would not have access to Adelaide Street as there is a residential parcel between them and the unopened Adelaide Street.

Mr. Gagliardi acknowledged that most of the concerns are around drainage and stormwater management of the site. They were aware prior to purchasing the site that it would be challenging to make sure the drainage and stormwater functions properly. They haven't missed anything yet and have the comments from the GRCA, which was a critical piece to moving the project forward, and also the comments from Triton, which is the Township engineer as well. They look forward to working with them to ensure they have the proper stormwater management strategy to bring the site to fruition. The feedback is appreciated, and they will make sure everything post development is a better situation than what currently exists.

Mr. McKee asked if there was a plan for how traffic will be flow from Preston Street onto Highway 6 / Smith Street. With 240 houses there could be 450 cars using Preston Street every day. Mr. Closs provided a summary of the Traffic Impact Assessment. There was an assessment of the existing road infrastructure and the recommendation was that the existing road will be sufficient to manage the anticipated traffic from the subdivision with the Preston Street upgrades. It is not anticipated that there will be 450 cars at peak hours. Mr. Gagliardi commented that the peak hour cars was determined to be between 151 and 196 cars. The traffic engineer and traffic study provided analysis for several streets, including Smith, Frederick, and Conestoga, and that was the number they came up with based on their modelling. There will generally be two cars per household, which is what is being designed for. Not all the cars will be travelling at the same time.

Mr. Bokor questioned what the stormwater ditch will look like in the end. Will the ditch be gone and a pipe instead? Mr. Gagliardi commented the ditch isn't necessarily being removed but will be preserved with one road crossing the existing ditch. It will be 6 metre piped blocks and the ditch will be preserved and flow into the stormwater management pond.

#### **COMMENTS/QUESTIONS FROM COUNCIL**

Councillor McCabe expressed concern with the density, lot frontage and setbacks and questioned if it was denser than required by the PPS. Darren Jones, CBO, responded that if the zoning by-law was approved with the setbacks proposed and with no lot coverage they could build right up to the minimum setbacks for front rear and front yard setbacks. Linda Redmond, Manager of Planning and Environment, stated that the density requirements in the OP are 6.5 units per acre or 16 per hectare. This development will have a density of 21 per hectare. They exceed the density target by 5. Mr. Gagliardi spoke to the zoning amendment. The amending document is structured with 2 front yard setback minimums. A 2-metre setback for the dwelling allows them to structure the porches and stairs in a way that they are pushed to the street to activate the streetscape. The setback to the garage door, or garage face, is approximately 20 feet, which is usually enough to accommodate a standard sized pickup truck in the driveway. They have planned for two garage spaces internally, so there would be 4 parking spaces per lot with the proposed zoning. With respect to setbacks between the houses the existing interior side yard setback is 1.2 metres in the R1C zone. They have proposed to maintain the 1.2 metre setbacks, so no amendment in that regard. A proposed reduction of 0.06 metres on one side of the house which allows them, on a 36-foot lot, to use the setbacks in a way to build 2 garage spaces internal for a 36-foot house. That ensures that all the houses with the driveways would have 4 parking spaces per lot. Only one of the side yards will be reduced.

Councillor Burke had concerns about the density and stormwater and questioned if the development should have some greenspace or open space. Mr. Closs stated that under *The Planning Act* the municipality can take 5% of the total land area as parkland, or 5% of the value of the land as cash in lieu of the parkland. His understanding is that they would be proposing cash in lieu rather than parkland and the finances the Township collects would be used for parkland situated in a different location. Mr. Givens, CAO, commented that parkland was discussed at a meeting with the



developers in February. The area for the stormwater pond, or the area associated with it, is a large area. They talked about potential trails and things that were tied into the stormwater pond in addition to the cash in lieu that Mr. Closs spoke about. The developer is still open to those conversations but certainly if parkland, or a dedicated parkland, is something Council is adamant about this is a great opportunity to have those conversations. Mr. Gagliardi reiterated that they met on several occasions with municipal staff in January and February and discussed incorporating some trails and integrated landscaping into the stormwater management blocks. They are not opposed to park space. The stormwater block ended up being larger than they expected at the preliminary meetings because they are managing approximately 33 hectares of external flows. Some of those drainage concerns and stormwater issues mentioned are managed by taking in 33 hectares of flows onto their site. The pond area, which is 2.6 acres is larger than originally expected at 1.8 to 1.9 acres. That would have left them more room to accommodate a little more park space and perhaps integrated trails. The pond was originally intended to be linear and flow with the drainage channel. They will take it back and look at the entire plan as a whole and perhaps integrate some trails or a park block. Mayor Lennox acknowledged that it was difficult to visualize what kind of useful parkland area that stormwater management area could represent and it's hard to know whether that's adequate parkland. With 240 units people will need some space to take a walk, walk their dog or send children out to play. There is a need for some sort of greenspace.

Councillor Yake stated that the neighbours concerns need to be addressed before this moves ahead. He had concerns related to the lot reductions and sizes and amounts of lot reductions based on the design of the houses and how they are set back. They are asking for some big reductions. Does the proposed housing match the look of the Village of Arthur? He agreed with Councillor Burke regarding parkland and would like to see some parkland included in the subdivision. People moving into the development will probably have young children. Trails are not for young children so some parkland would be needed.

Councillor Hern has similar concerns with density. Does this fit in with Arthur? It is missing greenspace and parkland which our Recreation Master Plan said is one of the top activities here in Wellington North. People like to walk, and they need to walk their dogs and connect to other things we have available. We do need housing, but this seems too dense.

Mayor Lennox had a density related concern with the setback to the streetscape. We have higher amounts of precipitation, especially snow. There have been problems in other developments with further setbacks than this is proposing and he is concerned that there will be a problem with where people put the snow from the driveway or how do we clear the roadways and sidewalks and what the cost will be to the municipality to truck snow away if that becomes too onerous. He asked that the developer consider where that snow will go. It does amount to a fair amount in our community as we are on the fringe of the snowbelt. It is a real issue that faces our community and as we get to this higher density it is an issue we are going to face more and more. Mr. Gagliardi agreed it was a valid comment. They did not have a structured product in mind when they were coming up with the proposed setbacks. What will come back in the next submission will be some refinements to some of the setbacks, including front yard setbacks, so they can address some of the issues that have been brought up, including snow management and snow clearing. Mayor Lennox further commented that the stormwater management is a major issue and receiving the application at this point when we do not have a further refined stormwater management plan in place makes it harder to feel comfortable with.

Mayor Lennox commented that we have seen a number of development applications come forward and if all of them come to fruition we will probably have a sewage capacity problem again in the not too distant future. We have a sewage allocation policy in place that does manage the rate of growth in our community. The issue of sewage capacity we have been dealing with for the past while is not going away and as development pressures continue, we need to consider how we are going to manage that.

Councillor Yake inquired if this development will be a phased in project. Mr. Gagliardi stated that it would be phased. Based on a report from Triton 3 weeks ago there is approximately 205 units remaining in the phase one of the wastewater treatment. Before going to a phase 2 wastewater treatment plant there are approximately 205 units. He is not sure of other applications at this time

but, in discussion with municipal staff there would be some sort of phased development. Phasing lines have not been determined but will be determined on allocation when they get to a draft approval point. Mr. Givens explained that the policy limits 15% of the available units is granted on an annual basis. Phase one of the Arthur Wastewater Treatment Plant expansion is intended to get us to 395 units. Council and the County have preapproved through actual plans of subdivision around 200 units, leaving 195. Those numbers may change a little bit. The developer and his team are aware of the policy.

## ADJOURNMENT

RESOLUTION: 006-2020

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Public Meeting of November 23, 2020 be adjourned at 8:25 pm.*

CARRIED

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CLERK

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MAYOR

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING – NOVEMBER 23, 2020 AT 7:00 P.M.  
VIA WEB CONFERENCING <https://www.youtube.com/watch?v=pTp6y1cd-Xw>**

**Members Present:**

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

**Staff Present:**

<b>Chief Administrative Officer:</b>	<b>Michael Givens</b>
<b>Director of Legislative Services/Clerk:</b>	<b>Karren Wallace</b>
<b>Deputy Clerk:</b>	<b>Catherine Conrad</b>
<b>Director of Finance:</b>	<b>Adam McNabb</b>
<b>Economic Development Officer:</b>	<b>Dale Small</b>
<b>Chief Building Official:</b>	<b>Darren Jones</b>
<b>Human Resources Manager:</b>	<b>Chanda Riggi</b>
<b>Director of Fire Services:</b>	<b>Chris Harrow</b>
<b>Director of Operations:</b>	<b>Matthew Aston</b>
<b>Community Recreation Coordinator:</b>	<b>Mandy Jones</b>
<b>Manager, Environmental and Developmental Services:</b>	<b>Corey Schmidt</b>
<b>Manager of Planning and Environment:</b>	<b>Linda Redmond</b>
<b>Planner:</b>	<b>Matthieu Daoust</b>

Prior to calling the meeting to order Mayor Lennox provided a statement and update on Covid-19 in our community.

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA**

RESOLUTION: 2020-359

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Agenda for the November 23, 2020 Regular Meeting of Council be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest disclosed.

**PRESENTATIONS**

1. Adam McNabb, Director of Finance

- 2021 Budget Presentation

The presentation reviewed the Draft 2021 Capital Program previous summary discussed at the Council Meeting held on November 9, 2020 along with the projects that will be deferred based on those discussions. Projects included in the Draft 2021 Capital Program included Council directed projects, 20 in 20 initiatives, development driven projects, and the various department projects. Project costs, funding models and the impact on the levy were considered. Council direction regarding the Arthur Community Centre icemaking piping rehabilitation was requested.

Council directed that the Arthur Community Centre icemaking piping rehabilitation project proceed using the tax stabilization reserve.

A budget public meeting will be held during the December 14, 2020 Regular Council Meeting with the budget by-law being adopted at the first Regular Council meeting held in January.

#### **RECESS TO MOVE INTO PUBLIC MEETING**

RESOLUTION: 2020-360

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North recess the November 23, 2020 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:*

- *Public Meeting, Cachet Developments (Arthur) Inc.*

CARRIED

#### **RESUME REGULAR MEETING OF COUNCIL**

RESOLUTION: 2020-361

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North resume the November 23, 2020 Regular Meeting of Council at 8:26 p.m.*

CARRIED

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

1. Public Meeting, November 9, 2020
2. Regular Meeting of Council, November 9, 2020

RESOLUTION: 2020-362

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the minutes of the Public Meeting and the Regular Meeting of Council held on November 9, 2020 be adopted as amended.*

*County Council Update – reference to cell two at Riverstown Landfill be changed from:*

*“Cell two is basically ready to go. It has been excavated to fifteen feet below grade, which is well below the water table.”*

*to*

*“Cell two is basically ready to go. It has been excavated to fifteen feet down, which is well above the water table.”*

CARRIED

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

No business arising from previous meetings of Council.

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

3a

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

RESOLUTION: 2020-363

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT all items listed under Items for Consideration on the November 23, 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 October 14, 2020.*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Safe Communities Wellington County Leadership Table meeting held on September 16, 2020.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated November 13, 2020.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-17 being a report on Development Charge Interest Rate application;*

*FURTHER THAT Council adopt a new Council Policy entitled "Development Charge Interest Rate Policy" to establish a framework for determining the interest rate that can be applied to Development Charges for certain development types;*

*AND FURTHER THAT Council approve and authorize a Development Charges Alternative Payment Agreement template to provide for the alternative payment of Development Charges for developments that qualify for deferred Development Charge payments to be made under Section 27 of the Development Charges Act, 1997 S.O. 1997, c. 27, as amended; and to delegate the authority to enter into such Agreements to the Township Treasurer or delegate.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-18 being a report on the external auditor's (RLB LLP) audit plan for the 2020 calendar year;*

*FURTHER THAT Council direct staff to execute the agreement (engagement letter) to confirm the mutual understanding of the terms of the engagement with RLB for the purposes of auditing the consolidated statements of the Township of Wellington North.*

CARRIED

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

RESOLUTION: 2020-364

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North approve the revised O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater Financial Plan prepared by DFA Infrastructure International Inc. dated November 13, 2020;*

*AND FURTHER THAT Council approve the 2020 Water and Wastewater Rate Study prepared by DFA Infrastructure International Inc. dated November 13, 2020;*

*AND FURTHER THAT Council direct staff to post a copy of the revised O.Reg 453/07 Water System Financial Plan No.113-301A (2021-2026) and Wastewater System Financial Plan dated November 13, 2020, on the Township website;*

*AND FURTHER THAT Council direct staff to submit a copy of the revised O.Reg 453/07 Water System Financial Plan No. 113-301A (2021-2026) and Wastewater System Financial Plan dated November 13, 2020 to the Ministry of Municipal Affairs and Housing;*

*AND FURTHER THAT the resolution of Council approving the revised O.Reg 453/07 Water System Financial Plan No. 113-301A (2021-2026) and Wastewater System Financial Plan dated November 13, 2020, be submitted to the Ministry of Environment, Conservation and Parks, as required, as part of the municipal drinking water licence renewal application.*

CARRIED

## **NOTICE OF MOTION**

None

## **COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Hern (Ward 3):

- New Christmas lights have been installed in Arthur and look amazing.
- Arthur BIA held their first General Meeting virtually with many members attending
- Arthur Chamber of Commerce is considering welcome packages for new residents and a Healthy Bodies, Healthy Minds contest.
- Mount Forest Chamber of Commerce is doing a big media push.
- The Chambers of Commerce held their awards events. Both received a record number of nominations.
- The Shop Wellington North portal has not been getting a lot of action and they are trying to do a social media push to promote it.

Councillor McCabe (Ward 4):

- A special meeting of the Saugeen Conservation Authority was held November 19, 2020 to discuss Bill 229 being enacted regarding the future of conservation authorities at stake.
- The Nuclear Waste Management Organization, in conjunction with SVCA, is offering grants to private property owners for water well upgrading and decommissioning within the watershed area. He requested that these items be posted to the website and sent to the Town of Minto.
- Arthur Opti-Mrs did a great job with the “Stuff The Bus” event. Collected items will be distributed through Arthur Lions Club Christmas Hampers program.

Mayor Lennox:

- Mayor Lennox sat in on a conference call with Dr. Mercer, Medical Officer of Health, Mayors and CAOs of the municipalities within the County. The numbers in Wellington County are rising quickly with the virus being transmitted in our community. They are looking for support to promote changing behaviour and moving from a state of complacency to make sure everyone is doing what is required to help slow the spread. One of the actions coming out to the meeting is the County funding an advertising campaign through radio. Mayor Lennox will be recording an ad to run on The River and trying to take on further communications related to getting the message out to reinforce the behaviour that will keep everybody safe. Mayor Lennox asked Councillors to share ideas to help us stay in the orange zone and not move to a red zone with further restriction. The Province has announced more fines around public health restrictions.

**CONFIRMING BY-LAW**

RESOLUTION: 2020-365

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT By-law Number 099-20 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 23, 2020 be read a First, Second and Third time and enacted.*

CARRIED

**ADJOURNMENT**

RESOLUTION: 2020-366

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Regular Council meeting of November 23, 2020 be adjourned at 9:38 p.m.*

CARRIED

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CLERK

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MAYOR

## **General Membership Meeting #7-20**

**September 16, 2020**

**Member's Present:**

David Turton, Matt Duncan, Roger Watt, Alison Lobb, Ed McGugan, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan, Erinn Lawrie

**Staff Present:**

Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Jayne Thompson, Communications Coordinator

### **1. Call to Order**

Chair Dave Turton welcomed everyone and called the meeting to order at 7:00 pm.

### **2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.

### **3. Minutes**

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #6-20 held on June 17, 2020 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

**Motion FA #66-20**

**Moved by: Megan Gibson**

**Seconded by: Alison Lobb**

**That** the minutes from the General Membership meeting #6-20 of June 17, 2020 be approved.

**(carried)**





#### **4. Review of Results of Governance Survey: Report #38-2020**

051

Following the presentation of Report #38-2020, discussion took place around the importance of informing the public through education, social media and MVCA's website.

The Member's also provided feedback to staff to further develop the questions in the survey for the next governance review.

This motion followed.

##### **Motion FA #67-20**

**Moved by: Ed McGugan**

**Seconded by: Alvin McLellan**

**That** Report #38-2020 be accepted as presented.

(carried)

#### **5. Presentation: 2020 Work Plan Update: Report #39-2020**

Report #39-2020 was presented and this motion followed.

##### **Motion FA #68-20**

**Moved by: Alison Lobb**

**Seconded by: Matt Duncan**

**That** the work plan progress Report #39-2020 be accepted as presented.

(carried)

#### **6. Business Requiring Direction and Decision**

##### **a) Federal Funding Program: Resilience Stream- MVCA Priorities: Report #40-2020**

Following the presentation of Report #40-2020, the Member's agreed that all of the projects that meet the criteria should be included in any funding submission.

This motion followed.

##### **Motion FA #69-20**

**Moved by: Matt Duncan**

**Seconded by: Megan Gibson**

**That** MVCA apply for any funding opportunities for the projects outlined in Report #40-2020 that meet the eligibility criteria set by the Provincial Government for the Resilience Stream of the Investing in Canada Infrastructure Program.

(carried)

#### **7. Reports**

At this time, Chair Turton on behalf of the membership said thank you to the GM and staff for the guidance and all the work that has been accomplished at MVCA.

The following items were circulated to the Member's for their information.

- a) 2020 Budget Update: Report #41-2020
- b) Revenue – Expenditure Report for June, July and August: Report #42-2020
- c) Agreements Signed: Report #43-2020
- d) Correspondence received for information: Letter from the Municipality of Huron East Re: Brussels Mill

The following motion was made.

**Motion FA #70-20**

**Moved by: Alvin McLellan**

**Seconded by: Kevin Freiburger**

**That** reports #41-20 through #43-20 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

**(carried)**

**9. Review of Meeting Objectives, Follow-up Actions, Next meeting:**

Chair Turton reviewed the meeting objectives and announced that they have been met.

The next meeting of the membership will take place on October 21, 2020 at 7:00pm

**10. Adjournment**

The meeting adjourned at 8 pm with this motion.

**Motion FA #71-20**

**Moved by: Megan Gibson**

**That** the general membership meeting be adjourned.

**(carried)**



Dave Turton  
Chair



Danielle Livingston  
Administrative/Financial  
Services Coordinator

## **General Membership Meeting #8-2020**

**October 21, 2020**

**Member's Present:** David Turton, Roger Watt, Alison Lobb, Ed McGugan, Kevin Freiburger, Megan Gibson, Cheryl Matheson, Alvin McLellan

**Absent With Regrets:** Anita van Hittersum, Matt Duncan, Erinn Lawrie

**Staff Present:** Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Jayne Thompson, Communications Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator  
Chris Van Esbroeck, Stewardship Services Coordinator

### **Community Attendees:**

#### **1. Call to Order**

Chair Dave Turton called the meeting to order at 7:00 pm and outlined the meeting objectives.

#### **2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.

#### **3. Minutes**

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #7-20 held on September 16, 2020 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

#### **Motion FA #72-20**

**Moved by: Alison Lobb**

**Seconded by: Alvin McLellan**

**That** the minutes from the General Membership meeting #7-20 of September 16, 2020 be approved.

**(carried)**



Dr. Justina Ray, President and Chief Scientist for the Wildlife Conservation Society of Canada made a presentation to the Members outlining the connections between a healthy watershed and healthy people and wildlife. Dr. Ray also identified the need for a One Health approach to be developed and that conservation authorities should consider leading the development of this approach at the watershed level. Dr. Ray further advised that she is willing to help conservation authorities develop the One Health Initiative across Ontario.

The GM-ST outlined how MVCA plans to follow up on the development of a One Health Initiative in the watersheds in our jurisdiction. MVCA is a member of Health Lake Huron (HLH). The HLH steering committee is comprised of all the agencies and levels of government who would be needed to develop and implement a One Health initiative. Staff will follow up with the steering committee for HLH to determine if they would be interested in investigating the One Health initiative. Staff will also contact Conservation Ontario to incorporate a discussion of One Health as part of their Strategic Planning process.

#### **5. Business Requiring Direction and Decision**

- a) 2021-2023 Work Plan and Budget Forecast: **Report #44A-20** and **Report #44B-20**

Report #44A-20 and 44B-20 were presented and these motions followed.

##### **Motion FA #73-20**

**Moved by: Alison Lobb**

**Seconded by: Alvin McLellan**

**That** the 2021-2023 work plan and budget forecast be accepted for planning purposes; **And that** the 2021 draft budget and work plan be developed based upon this forecast.

(carried)

##### **Motion FA #74-20**

**Moved by: Kevin Freiburger**

**Seconded by: Megan Gibson**

**That** the 2021 draft budget for authority funded projects be presented at the November meeting for review and direction; **And that** the draft 2021 budget and work plan be presented to the Members at the December meeting for review and direction; **And that** staff prepare a draft levy schedule with a \$58,000 increase in 2021 for further review and direction by the membership.

- b) Conservation Ontario Council Meeting: Strategic Planning Priorities: **Report #45-20**

Report #45 was presented and this motion followed.

##### **Motion FA #75-20**

**Moved by: Ed McGugan**

**Seconded by: Kevin Freiburger**

**That** MVCA update and recirculate the letter of February 2016 as outlined in Report #45-20 to Conservation Ontario and all Conservation Authorities in the province.

(carried)

Report #46 was presented and the following motions were made.

**Motion FA #76-20**

**Moved by: Alison Lobb**

**That** MVCA proceed with planning anniversary celebrations for FRCA and MVCA based upon the activities outlined in Report #46-20

The motion was not seconded, therefore didn't carry.

**Motion FA #77-20**

**Moved by: Ed McGugan**

**Seconded by: Kevin Freiburger**

**That** staff begin tentative planning for celebrating the FRCA 50+1 anniversary in 2021 based upon the activities outlined in Report #46-20; **And that** MVCA incorporate messaging of 70 years of operation into social media releases when possible; **And that** celebrations for the MVCA anniversary be postponed to commemorate 75 years in 2026.

(carried)

## **6. Reports**

### **a) Chairs Report**

Chair Turton reported that he and the GM-ST attended the Conservation Ontario meeting on September 28, 2020.

## **7. Consent Agenda**

The following items were circulated to the Member's for their information.

- a) Revenue – Expenditure Report for September: Report #47-20
- b) Correspondence received for information: Article from The Globe and Mail on "Climate change threatens Canada's dams"

The following motion was made.

**Motion FA #78-20**

**Moved by: Megan Gibson**

**Seconded by: Roger Watt**

**THAT** report #47-20 along with the respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

## **8. Review of Meeting Objectives, Follow-up Actions, Next meeting:**

Chair Turton reviewed the meeting objectives and announced that they have been met.

The next meeting of the membership will take place on November 18, 2020 at 7:00pm.

### 9. Adjournment

The meeting adjourned at 8:53 pm with this motion.

**Motion FA #79-20**

**Moved by: Alison Lobb**

**Seconded by: Megan Gibson**

**That** the general membership meeting be adjourned.

**(carried)**



Dave Turton  
Chair



Danielle Livingston  
Administrative/Financial  
Services Coordinator



## Grand River Conservation Authority

Summary of the General Membership Meeting – November 27, 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-11-20-83 - Financial Summary
- GM-11-20-80 - Reserves 2020
- GM-11-20-74 - 2021 Permit, Planning and Inquiry Fee Schedule
- GM-11-20-81 - 2021 Proposed Conservation Area User Fees
- GM-11-20-78 - Campsite Reservation System Contract Extension
- GM-11-20-79 - Comprehensive Stormwater Management Special Policy Area 2 - City of Brantford
- GM-11-20-C07 - Non Union Salary Adjustments - January 1, 2021 (closed agenda)

### Information Items

The Board received the following reports as information:

- GM-11-20-73 - Cash and Investment Status
- GM-11-20-77 - 2021 Complimentary GRCA Membership Passes
- GM-11-20-75 - Cottage Lot Program - Requests for Winter Occupancy
- GM-11-20-72 - Gypsy Moth Update
- GM-11-20-76 - Lake Erie Surge Flood Event - November 15, 2020
- GM-11-20-84 - Assessment of Reservoirs to Reduce Flood Damage in the Grand River Watershed
- GM-11-20-83 - Current Watershed Conditions
- GM-11-20-C06 - Snyder's Flats Conservation Area Update (closed agenda)

### Correspondence

The Board received the following correspondence:

- Town of Halton Hills - Motion in Support of Conservation Authorities
- Rodrigo Goller on behalf of the City of Guelph - Motion in Support of Conservation Authorities
- Helen Jowett on behalf of the Region of Waterloo - Motion in Support of Conservation Authorities
- Marcus Adili - City of Hamilton Notice of Motion, and Hamilton Conservation Authority - Support for Ontario Municipalities

### Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board

### Action Items

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

- SPA-11-20-01 – Source Protection Committee Representative Appointments

### Special General Membership Meeting

A Special Meeting was called on November 23, 2020

### Action Items

The Board approved the resolutions in the following report as amended. The amended report along with correspondence from the Chair was distributed to Grand River watershed Municipal Councils on November 24, 2020:

- GM-11-20-85 – Proposed Amendments to the Conservation Authorities Act through Bill 229

For full information, please refer to the [November 27 General Membership & Source Protection Agenda 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 December 18, 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'.

## **SOURCE PROTECTION COMMITTEE**

### **MINUTES – MEETING #81**

**MEETING:** SOURCE PROTECTION COMMITTEE

**DATE:** FRIDAY, OCTOBER 25, 2019

**TIME:** 1:00 P.M.

**LOCATION:** GREY SAUBLE CONSERVATION AUTHORITY

#### **CALL TO ORDER**

Chair called the meeting to order at 1:00 p.m.

**In Attendance:** Chair, Bill Twaddle  
Bruce Davidson, Stan Eby, Robert Emerson, John Fruin, Dennis Kefalas,  
Angela Newman, Les Nichols, Gord Timmerman, Mitch Twolan, Jim  
Uram

**Others Present:** Olga Yudina, Ex-officio, Ministry of the Environment, Conservation and  
Parks (MECP)  
Angela Newman, Ex-officio member, Grey-Bruce Health Unit  
Carl Seider, Project Manager, Drinking Water Source Protection (DWSP)  
Nancy Guest, Recording Secretary, DWSP

**Also in Attendance:** Tim Lanthier, Interim General Manager, Grey Sauble Conservation  
Karen Gillan, Program Supervisor/Communications Planner, DWSP

**Regrets:** Dick Hibma, Tara Saab

The Chair introduced and welcomed Tim Lanthier, the Interim General Manager for Grey Sauble Conservation and Olga Yudina, Liaison Officer from MECP.

#### **1. Adoption of Agenda**

**Motion No.**  
**SPC-19-292**

**Moved by Bruce Davidson**  
**Seconded by Les Nichols**

**THAT the Agenda be adopted as distributed.**

**Carried**



## **2. Disclosure of Pecuniary or Conflict of Interest**

Source Protection Committee (SPC) members were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

## **3. Adoption of Minutes**

**Motion No.  
SPC-19-293**

**Moved by Robert Emerson  
Seconded by Angela Newman**

**THAT the Minutes of the July 26, 2019 Source Protection Committee meeting be adopted as distributed.**

**Carried**

## **4. Matters Arising from the Minutes**

No matters arose from the previous minutes.

## **5. Correspondence**

Letter dated September 4, 2019 from the Minister of the Environment, Conservation and Parks, Jeff Yurek reappointing Bill Twaddle as the Chair to the Source Protection Committee was **noted and filed**.

Letter dated October 9, 2019 from the Source Protection Programs Branch commenting on the draft Section 36 Workplan was **noted and filed**.

Bayshore Broadcasting news report dated September 17, 2019 respecting the Ruhl Lake Source Water Protection Review was **noted and filed**.

## **6. Reports**

### **Administration Report 6a**

The Project Manager reviewed Report 6a and advised that recently, two students from Wilfred Laurier University in Waterloo, Ontario interviewed the Project Manager and Program Supervisor/Communications Planner respecting risk management decision-making. The students were also interviewing municipal staff and first responders, ensuring information was consistent with local knowledge.

As part of the SPC member renewal/replacement process, the remaining two SPC members (agricultural sector and environmental sector representatives) will be renewed/replaced by the Spring/Summer of 2020. Input will be sought from the agricultural sector respecting the agricultural representative.

Staff has been meeting with and receiving feedback from municipalities respecting implementation of the source protection policies, as well as receiving input from municipalities with regard to possible Source Protection Plan amendments.

#### Communications Report 6b

The Communications Specialist reviewed Report 6b and advised of the various events that had been organized and/or attended and activities that were completed since the last SPC meeting.

#### Delegation

The Liaison Officer for the Ministry of the Environment, Conservation and Parks (MECP), Olga Yudina, gave an informative presentation showing pertinent statistics from the 2018 Annual Reporting received from all Drinking Water Source Protection offices in Ontario.

**The Committee recessed from 1:45 p.m. to 1:55 p.m.**

#### **7. New Business**

##### Section 36 Workplan for Source Protection Plan Amendments Report 7a

The Project Manager reviewed Report 7a and discussed various articles of the s. 36 Workplan with the Committee members. Comments and amendments were received from Committee members and the three Source Protection Authorities (SPA) have been or will be presented with a draft prior to the workplan being sent to the MECP: Northern Bruce Peninsula SPA on September 23, 2019, Grey Sauble SPA on September 25, 2019, and Saugeen Valley SPA on November 7, 2019. When the workplan is in its final form, a draft will be forwarded to the MECP for comments prior to finalization. The final version will be submitted to the MECP by November 30, 2019.

**Motion No.  
SPC-19-294**

**Moved by Dennis Kefalas  
Seconded by Bruce Davidson**

**THAT the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee endorses the revised Section 36 Workplan for Comprehensive Review and Update of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan;**

**AND FURTHER that Drinking Water Source Protection staff submit the Section 36 Workplan to the Ministry of the Environment, Conservation and Parks by November 30, 2019.**

**Carried**

## 8. Other Business

The Administrative Assistant requested that Committee members confirm their direct deposits are consistent with their records of meetings attended and advise of any discrepancies. Written confirmation of deposits will be forthcoming following all future deposits.

Environmental sector SPC Committee member, Bruce Davidson, advised of several water-related initiatives and activities that are planned in the next few weeks.

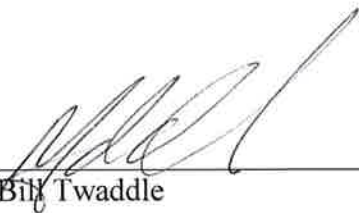
The Chair advised that Grey Sauble Conservation CAO, Sonya Skinner, resigned at the end of July 2019 and Saugeen Valley Conservation General Manager/Secretary Treasurer, Wayne Brohman, is retiring effective October 31, 2019. Both conservation authorities will be seeking individuals for the respective positions.

There was no other business.

## 9. Confirmation of Next Meeting and Adjournment

The next Committee meeting will be held on Friday, March 27, 2020 at the Grey Sauble Conservation Administration Offices, 237897 Inglis Falls Road, RR4, Owen Sound, Ontario.

There being no further business, Gord Timmerman made a motion to adjourn at 2:40 p.m.

  
\_\_\_\_\_  
Bill Twaddle  
Chair  
\_\_\_\_\_  
Nancy Guest  
Recording Secretary

## **SOURCE PROTECTION COMMITTEE**

### **MINUTES – MEETING #82**

**MEETING: SOURCE PROTECTION COMMITTEE**

**DATE: FRIDAY, MARCH 27, 2020**

**TIME: 1:30 P.M.**

**LOCATION: TELECONFERENCE**

#### **CALL TO ORDER**

The Chair, Bill Twaddle, called the meeting to order at 1:50 p.m.

**In Attendance:** Chair, Bill Twaddle  
Bruce Davidson, Stan Eby, John Fruin, Angela Newman, Les Nichols, Tara Saab, Gord Timmerman and Jim Uram

**Others Present:** Tea Pescheva, Ex-officio, Ministry of the Environment, Conservation and Parks (MECP)  
Carl Seider, Project Manager, Drinking Water Source Protection (DWSP)  
Nancy Guest, Recording Secretary, DWSP

**Also in Attendance:** Dick Hibma, Interim General Manager, Saugeen Conservation  
Karen Gillan, Program Supervisor/Communications Planner, DWSP

**Regrets:** Dennis Kefalas, Mitch Twolan, Robert Emerson

**Proxy Appointed By:** Robert Emerson to Les Nichols

#### **Adoption of Agenda**

**Motion No.  
SPC-20-295**

**Moved by Bruce Davidson  
Seconded by Les Nichols**

**THAT the Agenda be adopted as distributed.**

**Carried**

#### **1. Disclosure of Pecuniary or Conflict of Interest**

Source Protection Committee (SPC) members were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

### 1. Adoption of Minutes

**Motion No.**  
**SPC-20- 296**

**Moved by Jim Uram**  
**Seconded by Stan Eby**

**THAT the Minutes of the October 25, 2019 Source Protection Committee meeting be adopted as distributed.**

**Carried**

### 2. Matters Arising from the Minutes

No matters arose from the previous minutes.

### 3. Correspondence

Letter from Lake Erie Source Protection Region dated January 17, 2020 respecting winter maintenance chemicals was noted and filed. Discussions followed including the need to review this issue more closely. Winter chemicals versus just road salt is a distinction of note. The workplan for this Source Protection Region mentions salt but not to the same scale as in the Lake Erie Region study. In the future, local salt levels could increase as evidenced by the Lake Erie Region study with increased development.

Letter from Ministry of the Environment, Conservation and Parks (MECP) dated January 21, 2020 respecting Section 36 Workplan approval was **noted and filed**.

Letter from MECP dated February 18, 2020 respecting the *Clean Water Act* review was **noted and filed**.

Further discussions respecting the Lake Erie Region letter resulted in a motion being put forward to share this information with this Region's municipalities.

**Motion No.**  
**SPC-20-297**

**Moved by Jim Uram**  
**Seconded by John Fruin**

**THAT the Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water Source Protection Committee receives the letter from the Lake Erie Source Protection Region dated January 17, 2020 and directs Drinking Water Source Protection Staff to forward this information to all municipalities in this Source Protection Region, including the upper-tier municipalities.**

**Carried**

Further discussions of this matter resulted in another motion from the floor.

**Motion No.**  
**SPC-20-298**

**Moved by Bruce Davidson**  
**Seconded by Jim Uram**

**THAT the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee supports the recommended actions set out in the aforementioned Lake Erie Source**

## **Protection Region letter respecting “Winter Maintenance Chemicals: Challenges and Opportunities”.**

**Carried**

### **4. Reports**

#### **Administration Report 6a**

The Project Manager reviewed Report 6a and advised that Keley Katona has recently been appointed Director of the Ministry of the Environment, Conservation and Parks (MECP) Source Protection Programs Branch. Tea Pescheva is the new MECP Liaison Officer for this Region replacing Olga Yudina. Tea Pescheva shared her Source Protection Programs Branch experience and mentioned that she looks forward to working with the committee and more good work in the future for this Region. Chair Twaddle welcomed Tea and mentioned that he looks forward to great relationships continuing with MECP.

The Project Manager continued with the report highlighting the budget section and staffing breakdown for 2020/2021. Budget discussions with MECP have gone well so far and Tea agreed that she was not expecting a delay in approval of budget.

The Project Manager went on to mention the Climate Change Risk Assessment Tool on which he received training, which enables users to quantitatively assess climate change impacts on drinking water systems. The tool can then be used to help decision-makers (i.e. municipalities) to prioritize efforts to address future climate change impacts.

#### **Communications Report 6b**

The Communications Planner reviewed Report 6b and advised that, although she was unable to attend the Politicians Meeting, reports indicated that the meeting was well-attended and the DWSP brief was distributed as part of the proceedings package.

The Grey Bruce Children’s Water Festival scheduled for May 12-14, 2020 may be postponed due to the impacts of the Covid-19 pandemic and Public Health restrictions. Sponsors are still needed for this worthwhile event that teaches Grade 4 students across Grey-Bruce about water conservation, stewardship and protection.

The Annual Arbor Day Tree Sales at the Grey Sauble and Saugeen Conservation Authorities have been cancelled due to Covid-19 restrictions.

The Hibou Free Family Fun Day at the Hibou Conservation Area scheduled for Saturday, June 20, 2020, pending Covid-19 restrictions.

#### **Section 36 Workplan Report 6c**

The Project Manager advised that on January 21, 2020, the Minister of the Environment, Conservation and Parks (MECP) issued a letter, a copy of which is included in “Correspondence”, to the three Source Protection Authorities and the Chair of the Source Protection Committee regarding the Section 36 workplan that was submitted November 29, 2019. The letter confirms that implementation of the Source Protection Plan for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region is going well. It also outlined the process for making updates

to the assessment reports and plan based on the items noted in the workplan. There has been positive support from MECP throughout this process.

Staff will be conducting updates to the Source Protection Plan based on the amendments identified in the workplan with a target date of March 31, 2021 to complete the work. It is important to note that the requirements to conduct consultations with affected parties (e.g. landowners, municipalities, etc.), as specified under the *Clean Water Act*, will be a key part of this amendment process. Respecting a question as to how consultation would look with the current Covid-19 restrictions, the Project Manager advised that public consultations are paused for the time being. Accordingly, any proposed changes or amendments cannot be formalized, which may result in delays of the proposed submission dates.

**Motion No.  
SPC-20-299**

**Moved by Tara Saab  
Seconded by John Fruin**

**THAT the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee receives a copy of Report 6c Section 36 Workplan Update for information purposes.**

**Carried**

## **7. New Business**

### Annual Progress Report 7a

The Project Manager reviewed Report 7a and advised that the 2019 Annual Report was much easier to draft after having done an extensive review and report in 2018. The Annual Report for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region covers the period of January 1, 2019 to December 31, 2019 and must be submitted to the Ministry of the Environment, Conservation and Parks (MECP) by May 1, 2020. The Annual Progress Report highlights the progress on Source Protection Plan implementation, results of municipal monitoring programs, and any steps to address gaps in the Plan.

Staff has been meeting with municipalities over the past few months to help complete the draft Report. The SPC can provide comments on page 2 of the report that will be submitted to MECP.

**Motion No.  
SPC-20-300**

**Moved by John Fruin  
Seconded by Les Nichols**

**THAT the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee receives a copy of the draft Source Protection Annual Progress Report; and further, THAT the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee direct Staff to provide copies of the draft Source Protection Annual Progress Report along with any comments to the Grey Sauble, Saugeen Valley and Northern Bruce Peninsula Source Protection Authorities respectively, and to submit a final version to the Ministry of the Environment, Conservation and Parks by May 1, 2020.**

**Carried**

### Source Protection Plan Amendments Report 7b

The Project Manager reviewed Report 7b and advised that the Municipality of Arran-Elderslie has opted to proceed with the fragmentation of the Burgoyne Communal Water System in accordance with the procedure specified by the Ministry of the Environment, Conservation and Parks (MECP), whereby individual property owners would be responsible for providing their own potable water supply. This option still requires the approval of the MECP Director to permit fragmentation. If this option is permitted by the Ministry, a new WHPA would not be required to be included in the delineation for Burgoyne as part of the Source Protection Plan amendment.

Policies 12-01 and 13-01 of Report 7b were reviewed by the Project Manager who indicated that Staff will be reviewing impervious surface area calculations to determine additional areas where salt application threat policies would apply. There may be possible salt storage changes where a significant risk in a WHPA-A would be: 1) Any quantity for uncovered storage; 2) 100 kilograms for covered storage; 3) 500 tonnes or greater for engineer facility or structure.

With respect to Policy 03-02 Application of Agricultural Source Material is being reviewed for the Ruhl Lake Intake Protection Zone area in response to significant levels of E. coli and total coliforms in raw water samples taken by municipal staff and noted in MECP Drinking Water Inspection reports. On October 11, 2019, DWSP Staff, together with municipal staff, conducted an initial site visit to Ruhl Lake to determine if there were any observed transport pathways to the lake that may not have been noted as part of the initial Assessment Report work. It could be a good sign that there were many waterfowl present that day and municipal staff will continue to note their presence when collecting samples. At the time of the site visit, there were no observed transport pathways from surrounding fields that could impact the lake. DWSP Staff has not been able to return to see any spring melt conditions.

In Policy 15-05 Risk Management Plan for Fuel Near Great Lakes Intakes, a review of the Events-Based Area (EBA) desktop model analysis for the Owen Sound and East Linton intakes was highlighted. As the Ontario Drinking Water Standard was recently changed from 0.005 mg/L to 0.001 mg/L, the modeled impacts to the East Linton intake would now be designated a Significant Drinking Water Threat. A review of five spill scenarios was reviewed with the SPC.

**Motion No.  
SPC-20-301**

**Moved by Angela Newman  
Seconded by Bruce Davidson**

**THAT Drinking Water Source Protection Staff continue to coordinate with the Ministry of the Environment, Conservation and Parks with respect to proposed updates to the Director's Technical Rules in support of Section 36 Source Protection Plan amendments.**

**Carried**

### **8. Other Business**


Bruce Davidson advised that this year is the 20<sup>th</sup> Anniversary of the Walkerton Water Tragedy and a recognition/memorial event is being planned for the tentative date of May 9<sup>th</sup> 2020. Further updates will be provided as to whether this event will proceed.



**9. Confirmation of Next Meeting and Adjournment**

The next Committee meeting will be held at the call of the Chair, tentatively in July 2020.

There being no further business, Gord Timmerman made a motion to adjourn at 3:00 pm.

  
\_\_\_\_\_  
Bill Twaddle  
Chair  
\_\_\_\_\_  
Nancy Guest  
Recording Secretary

## **SOURCE PROTECTION COMMITTEE**

### **MINUTES – MEETING #83**

**MEETING: SOURCE PROTECTION COMMITTEE**

**DATE: FRIDAY, JULY 24, 2020**

**TIME: 1:30 P.M.**

**LOCATION: TELECONFERENCE**

#### **CALL TO ORDER**

Chair called the meeting to order at 1:30 p.m.

**In Attendance:** Chair, Bill Twaddle  
Bruce Davidson, Stan Eby, Robert Emerson, John Fruin, Dick Hibma,  
Dennis Kefalas, Tara Saab, Gord Timmerman, Jim Uram

**Others Present:** Olga Yudina, Ex-officio, Ministry of the Environment, Conservation and  
Parks (MECP)  
Carl Seider, Project Manager, Drinking Water Source Protection (DWSP)  
Nancy Guest, Recording Secretary, DWSP

**Also in Attendance:** Tim Lanthier, CAO, Grey Sauble Conservation  
Jennifer Stephens, General Manager/Secretary-Treasurer, Saugeen Conservation  
Peggy Van Mierlo-West, CAO, Northern Bruce Peninsula  
Karen Gillan, Communications Specialist, DWSP

**Regrets:** Mitch Twolan, Angela Newman, Les Nichols

The Chair introduced and welcomed Tim Lanthier, Jennifer Stephens and Peggy Van Mierlo-West, general managers for the three Source Protection Authorities, as well as welcoming back Olga Yudina as the MECP liaison.

#### **1. Adoption of Agenda**

**Motion No.  
SPC-20-302**

**Moved by Dick Hibma  
Seconded by Jim Uram**

**THAT the Agenda be adopted as distributed.**

**Carried**

## **2. Disclosure of Pecuniary or Conflict of Interest**

Source Protection Committee (SPC) members were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

## **3. Adoption of Minutes**

**Motion No.  
SPC-20-303**

**Moved by Bruce Davidson  
Seconded by John Fruin**

**THAT the Minutes of the March 27, 2020 Source Protection Committee meeting be adopted as distributed.**

**Carried**

## **4. Matters Arising from the Minutes**

No matters arose from the previous minutes.

## **5. Correspondence**

Letter from Erin Harkins, MECP dated July 8, 2020 respecting early engagement comments was **noted and filed.**

## **6. Reports**

### **Administration Report 6a**

The Project Manager reviewed Report 6a and advised that approval was received from the Ministry of the Environment, Conservation and Parks (MECP) with respect to the transfer payment required to administer the program for another year. Olga Yudina has returned as the MECP liaison and is familiar with this region and its concerns.

A commemoration ceremony for the 20<sup>th</sup> anniversary of the Walkerton water tragedy was postponed due to COVID-19 concerns. There was a discussion amongst the SPC members to keep the memory of this disaster in the minds of everyone, especially those who may be too young to remember. It was suggested that an educational and informational package be available to municipal councils and any other interested parties to educate them on the details of the Walkerton tragedy.

There will be two SPC member representatives due for renewal or replacement before the end of the year, one public/environmental sector representative and one agricultural sector representative, and the Project Manager advised that he will be in touch with the members whose term is ending.

The Project Manager and Chair met virtually with the Source Protection Authorities for Saugeen Conservation, Grey Sauble Conservation and the Municipality of Northern Bruce Peninsula respecting their respective support of the Annual Progress Report, which was successfully submitted to the MECP on May 1, 2020.

As well, the Project Manager and Chair participated in meetings with Drinking Water Source Protection (DWSP) project managers and SPC chairs. The MECP provided an overview of provincial implementation of source protection plan policies and advised that overall implementation is 98% complete.

#### Communications Report 6b

The Communications Specialist reviewed Report 6b and noted the internet links to a number of interviews and articles respecting Walkerton, as well as the source water program. A scholarship has been initiated by the Municipality of Brockton to support local students who wish to pursue careers in environmental science or clean water management. Details of the Walkerton Clean Water Legacy Scholarship can be found at [home.waterprotection.ca](http://home.waterprotection.ca).

A discussion followed respecting the availability of an information package respecting the details of the Walkerton water tragedy. DWSP staff, with help from SPC members, will assemble information that can be shared on the Source Water website, and with municipal councils, and other interested parties.

Several activities were cancelled due to the COVID-19 risk. The Annual Arbor Day Tree Sales at the Grey Sauble and Saugeen Conservation Authorities, and the Hibou Free Family Fun Day at the Hibou Conservation Area scheduled for Saturday, June 20, 2020, were cancelled as well as the Grey Bruce Children's Water Festival scheduled for May 12-14, 2020. The Grade 4 students who missed the Festival this year will be invited back next year as Grade 5 senior stewards. A treasurer is needed by the Festival organizing committee, as well as volunteer committee members.

### **7. New Business**

#### Proposed Source Protection Plan Road Salt Amendments Report 7a

The Project Manager reviewed Report 7a and advised that MECP is currently reviewing road salt application and storage threats as part of its review of the Director's Technical Rules. DWSP staff reviewed salt threat policies currently in place in other regions that have been approved by the Ministry. DWSP staff drafted additions to the current policy for salt management threats with a risk management plan; a salt management plan for municipal implementation; Ministry of Transportation (MTO) roads; and the handling and storage of road salt.

The SPC discussed all aspects of salt management and agreed with the wording of the additions to the existing policies, with the understanding that revised wording would be presented at the next SPC meeting.

**Motion No.  
SPC-20-304**

**Moved by Jim Uram  
Seconded by Dennis Kefalas**

**THAT the Source Protection Committee for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region approve the draft policies relating to the proposed amendments noted in Report 7a of the July 24, 2020 Source Protection Committee meeting to the Source Protection Plan pending the implementation of any changes agreed to by the Source Protection Committee during its meeting on July 24, 2020; and further,**

**THAT Drinking Water Source Protection staff be directed to continue with Source Protection Plan consultation activities as required by O.Reg. 287/07.**

**Carried**

**Proposed Source Protection Plan East Linton EBA Amendments Report 7b**

The Project Manager reviewed Report 7b and advised that he has had some discussions with the Ministry respecting the methodology for spill modeling. The preliminary results of the modeled spills show a range in minimum volumes that would cause an exceedance at the East Linton intake from approximately 500 to 10,000 litres, depending on the location of the spill, which would constitute a significant drinking water threat. The existing policy is meant to address fuel storage threats and could be amended to address existing *and* future activities.

The SPC discussed the proposed changes to Policy 15-05 respecting a risk management plan for fuel near Great Lakes intakes and agreed with the wording to the proposed amendments.

**Motion No.  
SPC-20-305**

**Moved by Dick Hibma  
Seconded by John Fruin**

**THAT the Source Protection Committee for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region approves the draft policies relating to the proposed amendments to the Source Protection Plan noted in Report 7b of the July 24, 2020 Source Protection Committee meeting pending the implementation of any changes agreed to by the Source Protection Committee during its meeting on July 24, 2020; and further,**

**THAT Drinking Water Source Protection staff be directed to continue with Source Protection Plan consultation activities as required by O.Reg. 287/07.**

**Carried**


## **8. Other Business**

There was no other business.

### 9. Confirmation of Next Meeting and Adjournment

The next Committee meeting will be tentatively held on **Friday, November 27, 2020** from 1:30 pm to 4:00 pm. Details will be confirmed closer to the date.

There being no further business, Stan Eby made a motion to adjourn at 3:10 pm.

  
\_\_\_\_\_  
Bill Twaddle  
Chair  
\_\_\_\_\_  
Nancy Guest  
Recording Secretary

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

### ***Meeting Minutes***

November 10<sup>th</sup>, 2020

#### **Roll Call**

Members in attendance to the meeting were:

- Shawn McLeod                      President
- Sharon Wenger                      Secretary
- Krista Blenkhorn                      Director
- Michelle VanEssen                      Director
- Callee Rice                      Director
- Stacey Stevenson                      Administrator
- Corbin Peter                      Administrator
- Lisa Hern                      Township Council Representative

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

Shawn McLeod called to order the regular meeting of the Mount Forest Chamber of Commerce at 7:04 pm on November 10th, 2020 on a virtual Zoom Meeting.

#### **II. Economic Development Report – Lisa Hern**

Ashley toured downtown Mount Forest on October 24th and has now met with 40 businesses on the main streets of

Mount Forest and Arthur. The first step is to assist with the \$2,500 Digital Transformation Grant and fifteen business have started this process and four have already been approved and received their grants.

working with Centre Wellington on a project to install wifi service into our downtowns

We have asked council to approve \$25,000 in capital funding for this project to take place over 2021 and 2022 and both

BIA's will be asked to contribute \$2,500 - \$5,000 in funding as well.

Working with the County to install a Tourism Directional signage on Highway 109 just as you enter Arthur from the

Gateway signage looks great however the solar lighting continues to not be operational.

Have followed up a couple of times with Rich and will continue to do so.

Live2Lead in 2020 will take place as a virtual event with two dates being offered. October 20th date had 25 attendees and the next viewing is on November 20<sup>th</sup>

2021 Economic Development Plans include a refresh of our Community Improvement Program as well as our Municipal Cultural Plan.

### III. Council Notes – Lisa Hern

Budget – going through process right now and will hopefully have a draft in December.

Tough process, council does not want taxes to increase much more.

Wellington North is in strong financial position.

Water rates to increase and possibly switching to meters in the future.

Leaf program – Township has taken over and collecting bags. People have had complaints and confused about the new process.

### IV. Approval of Minutes From October Meeting

Sharon motioned

2<sup>nd</sup> Krista

All in Favour

### V. Treasurer's Report/ Monthly Cheque Log Review and Approval for October –

Sharon motioned

2<sup>nd</sup> Callee

All in favour

### VI. Open Issues

- a. **Office Operations** – Reeves have been confirmed with parking lot removal. Still need to find someone to shovel walkways and stairs.
- b. **Social Media Update** – Corbin stated that everything is going well online. We are now up to 495 followers on Instagram. 1458 Facebook followers  
ScotiaBank post went really well and everyone was happy.  
Ladies night cancellation went ok and people understood.
- c. **Excellence awards** have received many nominees but lacking in Youth Citizen – plan to send to the high school for possible nominees. Still undecided on how awards will be presented during the pandemic. Plaques for winners and certificates from John Nater's office. Nomination certificates? Need to find outsourced judges for review. Possibly air the awards on Wightman's or just social media.
- d. **Fireworks Festival Update** – Discussed that Covid has still impacted the festival for 2021. Too soon to make the call on whether or not to continue. Contracts are still in place from 2020. March 2021 will be the latest to make the call regarding cancellations. Working on souvenir colouring book for the kids with local artist to draw images. Some sponsors have decided to keep their contributions for 2021.
- e. **Shop Wellington North** – Remaining balance that was unknown was a result of the yearly membership fee.  
The Township of WN has paid for half of the gift cards that were purchased in the beginning.  
Working on encouraging people to get more product on line.  
Corbin promoting on social media.



- f. **Covid 19 Update** – *Krista*. In limbo waiting for Corporations Canada to update our information on line. Will then give us access to everything else including Service Canada. *Michelle*. Stacey has been approved for the Summer Student subsidy. Stacey will meet with Sharon and Michelle once a week to make sure everything is on track. Stacey and Corbin to chat weekly to work together on projects.
- g. **In Lieu of Ladies Night** – Stacey and Corbin working on 12 Days of Giveaways to use the \$1000.00 from BIA in Chamber Bucks
- h. **Lions Christmas Parade** – They are proceeding with parade and need to get the radios charged and to them before the end of the month. Parade altered to meet covid restrictions – will tour around town and people are encouraged to watch from their driveways or stay in cars. No candy will be distributed from floats.

## VII. New Business

- a. **AGM** – *Sharon*. Company out of Owen Sound CTRE can possibly provide a live forum with voting for the AGM. Will need to get a quote and talk about options with them. Required to have %25 of members participate to consider cuarum according to bylaws. Zoom meeting will be set up and will get a quote from CTRE.  
If we are looking to possibly get bylaws revised, we need to know which ones and send out which ones for revisions to our members.  
Could promote a prize for everyone who joins to encourage participation.
- b. **Round Table**
  - Callee** – Has a mock-up of the new board room table. Sharon requested to add compass. Builder has requested a topographical map to be more detailed – need to get a copy. Quote is roughly \$2000-3000. Still need to get a quote on chairs.
  - Shawn** – Kevin still working on the board room and is down to the detailed stuff. The Chamber building was out of water and the driveway was blocked for unknown construction. People placed complaints and it happened multiple times.
  - Sharon** – Time amendment act, they are looking for our support to get the bill passed. They would like us to submit a proxy vote but needs to be signed by Shawn.
  - Michelle** – Suggested that we have some sort of Mount Forest clothing that we can sell and bring profit to Chamber. Callee mentioned that we take pre-orders vs having random sizes left over.



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

**Directors Meeting Minutes  
November 11th, 2020**

Attending: Bonnie McIntosh, Lisa Hern, Jacklyn Winter, Dale Small, Faye Craig, Tom Gorecki

Jacklyn called the meeting to order @ 5:30 pm

Approval of Minutes (October Meeting) - Approved by Faye, Bonnie seconded

**Committee Reports-**

Economic Development Report - Presented by Dale Small

**MOU**

- Dale will prepare next years MOU for the directors to review in the next few weeks
- In the past, the MOU has noted that we receive funds to awards our AGM, use of the Chamber building, and \$2500.00 towards the NGW.
- Due to the fact we no longer take part in the NWG, the directors will need to discuss where those funds are directed

**Update on Nov 27th/28th Event**

- Council has approved a road closure for both a section of Charles Street East and Fredrick Street West for the markets
- Arthur Cash & Carry is also holding an outdoor event on November 28th

**Queens Update**

- Tom and Faye both asked about the progress of the Queens Hotel
- Dale noted that the crews have started to work on renovating the building (Commercial on the lower half and residential above)
- The Queen's developers have committed to getting moving on their reno
- The Township is hoping the scaffolding can be removed very soon

***Councillor Hern's Report***

**Building Activity**

- WN is trending towards the best year ever (see chart)
- Lots of new residential properties coming
- 200 plus units will be built on Domville street over the next few years

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

- Waste Water Treatment expansion is on track
- Council is working very hard on the budget process, as they are trying to keep it under 2% though it is proving to be a hard process
- Council has decided to free water rates for 2021
- Council passed a motion for a joint contract between Minto and WN Fire Fighters. More updates will be coming soon. The hope is that this will help all departments operate better
- Councilor Hern has had many inquiries about leave/yard waste pick up – Bag pick up will be November 22 and the roadside clean up is still to be determined

### **Business Arising from Previous Meeting:**

#### Chamber Community Awards

- Each award winner has now received their gifts
- Awards wrap up write up and photos were submitted and printed in last week's issue of the Wellington Advertiser
- We had more participation in the online voting this year than any other year

#### Agricultural Wreath Fundraiser

- Wreath orders will be closing on November 13th
- Wreath pick up will be on Nov 29th at the Arthur Community Centre
- Volunteers will be needed to help assemble the wreaths
- We sold a total of 25 wreaths
- More information about assisting with making the wreaths out will be emailed out the week of November 23rd

#### Snow Removal

- Tom will send Jacklyn the contact info for a gentleman he knows that may be interested in working with the Chamber.

### **New Business**

#### Christmas Tree Lighting Ceremony

- Partnership with the Arthur BIA, Township and Arthur Chamber
- Sheila Shaw has been in contact with WNP to assist with installing the tree at the cenotaph
- Paula will create a flyer for both the market and the Christmas tree lighting for distribution
- Jacklyn has emailed all Chamber members about both the market and tree lighting
- Keith has been asked to do the same and reach out to his BIA members
- Jacklyn has ordered COVID-19 social distancing signage for the event
- Directors agreed to the purchase of 16 double-sided lawn signs at \$24.00 each
- The Opti- Mrs. will be at the event handing out the hot cocoa
- There will be some live entertainment (a family singing Christmas Carols)
- Jacklyn suggested a FB live for the event for those who do not wish to attend in person
- THANK YOU, Paula!!!! You have done so much for this event!

#### Pay What You Can Window Painting

- All directors liked the idea of this program

- Jacklyn has emailed a poster and information out to all downtown Chamber member and non-members advising them of this program
- Those interested are to contact Eileen to schedule her services
- The directors agreed to pay Eileen to paint the Chamber windows, with the theme of Shop Local

#### Drive-by Christmas

- While the directors liked the idea, they have decided to not take this project on at this time, perhaps another year

### **Agenda Approval- Additions and deletions**

#### **Presidents Report:**

- Tom proposed a new program regarding healthy minds/healthy bodies
- Introducing the community to stay and be healthy especially during this time
- Jacklyn notes she will reach out to her local Chamber administrators to pick their minds about a program like this and see if they have any suggestions for us

#### **Correspondence:**

- Nothing to report

#### **Financial Report:**

- All financials are in good standing

#### **Administrators Report:**

- It has been noticed that the commercial space beside the DoJo has gone under some renovations and we are excited to see what business might open there
- We have a new law office coming to town – Mary Lou Fletcher (opening date to be announced)

#### **Meeting Closed -**

Faye motioned the meeting closed at 6:13 pm, Tom seconded

#### **Next Meeting Date:**

December 9th 2020 @ 5:30pm via ZOOM link

**MOUNT FOREST BUSINESS IMPROVEMENT ASSOCIATION**  
**ANNUAL GENERAL MEETING MINUTES NOVEMBER 17, 2020 @ 8:00 AM**  
**MOUNT FOREST SPORTS COMPLEX & VIA ZOOM LINK**

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

**PRESENT ATTENDEES**

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

Staff: Dale Small,

Guests: Jessica MacFarlane, Linda Dewar, Stacey Stevenson

**ABSENT ATTENDEES**

None

**ADOPTION OF MINUTES**

Minutes of Oct 19 BIA Directors Meeting

**ITEMS FOR CONSIDERATION**

1. Opening introduction
2. Review of 2020 Budget including breakdown for benefit of guests
3. See attachment of 2020 Financial Statement provided by treasurer

**MOTIONS**

**Motion carried to approve agenda**

1<sup>st</sup> Dwight Benson

2<sup>nd</sup> Kayla Morton

**Motion carried to accept treasurer report (Attached)**

1<sup>st</sup> Andrew Coburn

2<sup>nd</sup> Dwight Benson

**Motion to accept breakdown/changes to 2021 budget (Attached)**

1<sup>st</sup> Bill Nelson

2<sup>nd</sup> Murray Townsend

**Motion to accept 2021 BIA tax levy at current amount**

1<sup>st</sup> Murray Townsend

2<sup>nd</sup> Dwight Benson

**Motion to recommend Jessica MacFarlane to BIA Board of Directors**

1<sup>st</sup> Bill Nelson

2<sup>nd</sup> Murray Townsend

**NEXT MEETING**

To Be Determined

Proposed date of next AGM Nov 16 2021

**ADJOURNMENT**

Moved: Andrew Coburn

Seconded: Dwight Benson



As of November 1, 2020

Opening Balance (01 Jan 2020)..... \$69,315.61

### INCOME

Property Owners Contributions ..... \$22,500.00  
     Accounts Receivable ^ ..... \$7,500.00  
 HST Refund – 2019 A/R..... \$1,234.34  
 Street Cleaning Reimbursement – 2019 A/R..... \$2,080.00  
 Street Cleaning Reimbursement – 2020..... \$2,100.00

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Total ..... \$35,414.34

^ \$7,500.00 from remaining property owner contributions for 2020

### EXPENSES

Flowers (MF Greenhouses) ..... \$5,904.25  
 Planters (Vandepas Welding)..... \$5,424.00  
 Storage (Well Prod Packaging)..... \$500.00  
 Main St Beautification (bike racks, banners) ..... \$2,683.75  
 Event Marketing, Promotion (Chamber) ..... \$2,000.00  
 WIFI Downtown ..... 0  
 Christmas Decorations (Classic Displays)..... \$11,084.36  
 Main Street Maintenance (trees)..... \$502.85  
 Street Cleaning..... \$2,100.00  
 OBIAA Membership \* ..... \$500.00  
 BIA Admin Support..... \$410.00  
 Signage (WIFI, Parking) ..... 0  
 Advertising \*\* ..... \$45.20  
 Bank Charges \*\* ..... \$41.00

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Total ..... \$31,195.41

\* Approximate amount- A/Payable for OBIAA Membership

\*\* Incomplete totals- small amounts owing for December 2020

Surplus..... \$4,218.93

**Workplan/Budget 2021 Mount Forest BIA estimated at \$75,600**

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





Arthur Business Improvement Association

## MINUTES

### ARTHUR BIA ANNUAL GENERAL MEETING

**November 18th, 2020 @ 7:30 PM : VIA ZOOM VIDEO CONFERENCE**

#### **BOARD MEMBER ATTENDEES:**

Jim Coffey,  
Keith Harris; Chair

Paula Coffey,  
Mitch Keirstead,

Angela Alaimo,  
Sheila Faulkner,  
Councilor Lisa Hern

Gord Blyth; Secretary,  
Tom Gorecki; Treasurer

#### **STAFF:**

Dale Small Economic Development Officer

#### **GUESTS:**

Chris McIntosh  
Caroline Paquet

Paolo Pambianchi

#### **WELCOME AND INTRODUCTIONS:**

Chair Keith called the meeting to order at 7:31 pm and introduced the BIA Directors as well as guests.

#### **REVIEW AND ADOPTION OF THE AGENDA**

The agenda was reviewed and approved on a motion by Tom Gorecki and seconded by Jim Coffey. **Carried**

#### **REVIEW AND ADOPTION OF MINUTES**

As this was the first Annual General Meeting for the Arthur BIA there were no minutes from previous AGM's to accept.

#### **ITEMS FOR DISCUSSION**

1. **Update from Chair:** Chair Keith shared a power-point presentation that he had prepared for the meeting. Provided some history and background around the creation of the BIA and how important it is to have a strong BIA working with the local Chamber and Township.
2. **Update from the Treasurer:** Treasurer Tom provided a financial update. Payment to the Township for the BIA share of the Christmas Decorations (\$5,532.60) has been processed and the current bank balance is approximately \$4,400.00. Copy of the end of year Bank Statement will be shared when received.

**3. BIA 2021 and beyond Workplan presentation:** Chair Keith walked through the proposed BIA workplan and specifically the Connecting Link streetscape enhancements.

\$47,500	<b>Pedestrian “Chocker”</b>	Cost for one location, includes new sidewalks, etc.
\$38,000	<b>Streetscape enhancements</b>	Flower-pots, Bike Racks, Benches, signage, greenery, etc.
\$37,500	<b>Accessibility improvements</b>	15 intersection radii @ \$2,500 each.
\$30,000	<b>Fire Hall Signage</b>	Electronic signage at the Fire Hall
\$28,000	<b>Community Art Location</b>	Pave and close off alleyway for Community Art Location.
\$14,000	<b>Decorative Lampposts</b>	Decorative solar lampposts around the Choker
\$ 9,000	<b>Outdoor Gym</b>	RED Grant will cover \$4,500.
<b>\$204,000</b>	<b>Total</b>	

After the workplan discussion Chair Keith discussed the proposed budget, financial loan request to the Township and recommended BIA Tax Levy. After some discussion the following motions were made and approved unanimously:

Moved by Tom Gorecki and seconded by Angela Alaimo that the BIA 2021 and beyond workplan be approved as presented. **Carried**

Moved by Mitch Keirstead and seconded by Keith Harris that the Arthur BIA ask the Township to share in the cost of the Connecting Link Streetscaping enhancements as a 50/50 partnership and to ask the Township for a \$102,000 interest free loan to be paid back over 10 years. **Carried**

Moved by Gord Blyth and seconded by Jim Coffey that the Arthur BIA Tax levy for 2021 be set at \$350/property. **Carried**

**4. ROUNDTABLE**

- Paolo Pambianchi provided an update on the plans for the Old Queen’s Hotel location
- Chris McIntosh asked the BIA to ensure that if the alleyway between Sussmans and Electica becomes the Community Art Location that anyone wishing to access the back of their property will be able to use the entranceway behind Sussman’s.
- Dale advised that a report will go to the December 14<sup>th</sup> Wellington North council meeting that will include the BIA loan request as well as the BIA tax levy for council discussion & approval.
- Chair Keith updated on the Nov 27<sup>th</sup> Tree Lighting and Nov 28<sup>th</sup> Outdoor Market and thanked those responsible for organizing the festivities

**5. DATE OF NEXT MEETING** The next Annual General Meeting for the Arthur BIA was scheduled for November 17<sup>th</sup>, 2021

**6. ADJOURNMENT** The Arthur BIA Annual General Meeting was adjourned at 8:22PM.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES  
TUESDAY, DECEMBER 8, 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:**

- 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
- Adam McNabb, Director of Finance

<b>Calling to Order</b>
Chair McCabe called meeting to order at 8:30 a.m.
<b>Adoption of Agenda</b>
<p>RESOLUTION RPL 2020-048  Moved by Member Yake  Seconded by Chair McCabe  <i>THAT the agenda for the December 8, 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 – November 3, 2020 (approved by Council on November 9, 2020)</b>
Received.
<b>Business Arising From Minutes</b>
<p>RESOLUTION RPL 2020-049  Moved by Member Yake  Seconded by Member Milne  <i>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2020-023 being a report on the ICIP COVID-19 Resiliency Infrastructure Stream Update;</i></p>

*AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of Wellington North direct staff to prepare a grant application within the funding envelope guidelines for the following:*

- 1. A generator for the Mount Forest & District Sports Complex.*
- 2. Sidewalk upgrades for Eastview Drive and for Choker Lane and sidewalk upgrades in downtown Arthur as per the Connecting Link project.*

**CARRIED**

The grant application projects were discussed and a unanimous decision was made by Committee Members that a generator for use in the Mount Forest & District Sports Complex was a priority.

**2. COVID-19 Response Framework – The Five Levels of Public Health Measures**

The Director of Operations shared that the safety of staff and community is the priority, along with limiting the risk of transmission of illness. As such, the Recreation division is restricting rentals to those that live in the Wellington-Dufferin-Guelph Public Health area, and the Township of Southgate. In addition, interested parties must also be previous renters in order to secure a booking. The following message is being communicated to ice rental inquiries:

*Unfortunately, at this time, while we remain in the Orange Zone at risk of moving to Red, we are only renting to those who live within our region AND have regular previous rentals of ice with the Township of Wellington North.*

*Once we are back to Yellow/Green Zone, we will open to more rental types. However, we will continue to follow provincial guidelines of avoiding travel between higher zones into lower, for example Orange to Yellow.*

<https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>

*Thank you and please feel free to reach out once we are all back to the Yellow Zone.*

**Deputation**

None

**Ad Hoc Committee Updates**

## Reports

### 1. RESOLUTION RPL 2020-050

Moved by Member Yake

Seconded by Member Milne

*THAT Recreation, Parks and Leisure Committee receive Report OPS 2020-037 being a report on the Township's agreement with the Mount Forest Agricultural Society;*

*AND FURTHER THAT Recreation, Parks and Leisure Committee recommend the Council of Wellington North direct staff to prepare a draft agreement consistent with this report and the conversation at Committee.*

**CARRIED**

The Township of Wellington North Agreement with the Mount Forest Agricultural Society ends in April 2021.

Staff was directed to work with the Agricultural Society to try to mirror the end date of the contract between the Agricultural Society with the Victory Church contract.

Staff was directed to discuss challenges related to parking at events with the Agricultural Society and request a proposed solution.

### 2. Ontario Trillium Foundation Application

The Community Recreation Coordinator provided Committee with an update on the OTF Resilient Communities Fund. The deadline for application submission is Wednesday December 8, 2020 at 5:00pm. The Township of Wellington North is submitting an application for approximately \$19,000 in renovations to the Arthur Aquatic Centre. These renovations will support the Township in meeting the health and safety needs of staff, volunteers, and patrons, while also ensuring that programs and services are delivered by having the appropriate infrastructure in place.

The renovations include improvements to the lobby and reception area through the installation of a wraparound desk and sneeze guard; two outdoor showers and an additional emergency exit on the deck to support physical distancing measures.

### 3. PerfectMind Recreation Software Update

PerfectMind is a recreation software that will offer online booking and registration options beginning in the spring of 2021. This software will replace the Township's existing software, CLASS. During the implementation process, staff determined that the Township does not have access to the appropriate GIS software required to apply non-resident fees in PerfectMind, specific to swimming lessons. As a result, the non-resident fee of \$18.00 for swimming lessons, will need to be removed from the 2021 Fee Schedule.

4. RESOLUTION RPL 2020-051

Moved by Member Milne

Seconded by Member Yake

*THAT Recreation, Parks and Leisure Committee receive Report OPS 2020-036 being a report on the proposed 2021 recreation capital budget for information.*

**CARRIED**

The Director of Operations expressed gratitude to Council for their support in seeing upgrades to the Arthur Arena floor. It was expressed that the completion of work, needs to be in alignment with existing community groups, to minimize potential impact. A public meeting for the budget is scheduled on December 14, 2020.

5. Continued Facility Closures

The Director of Operations explained to Committee that staff are continuing to work with the Damascus Hall and the Arthur Senior's Centre on navigating the COVID-19 global pandemic. At this time, a recommendation has been made that both groups cancel all events and programming until the end of February 2021, at the earliest. The Damascus Hall and Arthur Senior's Group have both been proactive in their approach and agreed with this recommendation.

**Items for Consideration**

**New Business/Roundtable**

**Adjournment**

RESOLUTION RPL 2020-052

Moved by Member Milne

Seconded Member Yake

*THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of December 8, 2020 be adjourned at 9:42 a.m.*

**CARRIED**

Next meeting will be February 2nd, 2021 at 8:30am



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020  
**From:** Tammy Pringle, Development Clerk  
**Subject:** DC2020-035, Consent Application B85-20 Maple Hill Estates c/o Brian Padfield

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-035 being a report on Consent Application (Lot Line Adjustment) B85-20 known as Part Park Lots 1, 2 & 3, South of Clyde St..

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B85-20 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; and
- **THAT** the Developer enter into a Development Agreement with the Township of Wellington North to address lot grading and drainage.

**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 Town of Mount Forest and is geographically located on the North side of Oxford Street, East of Ayrshire Street, in the town of Mount Forest.

Proposed lot line adjustment is 33.53m x 70.19m with no frontage = 0.2 hectares (severance #2 on sketch) vacant land to be added to abutting urban residential lot – Lisa & Robert Kish.

Retained parcel is 1.2 hectares with 76.2m frontage, vacant land for proposed urban residential use.

<b>FINANCIAL CONSIDERATIONS</b>
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The municipality will realize \$130.00 in clearance fees.

<b>ATTACHMENTS</b>
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- APPENDIX A:
  - Severance Sketch No. 20-9320 prepared by Greg Ford at Wilson-Ford Surveying & Engineering, dated October 2, 2020.
- APPENDIX B:
  - Meagan Ferris, Senior Planner  
Planning and Development Department, County of Wellington: Report

<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

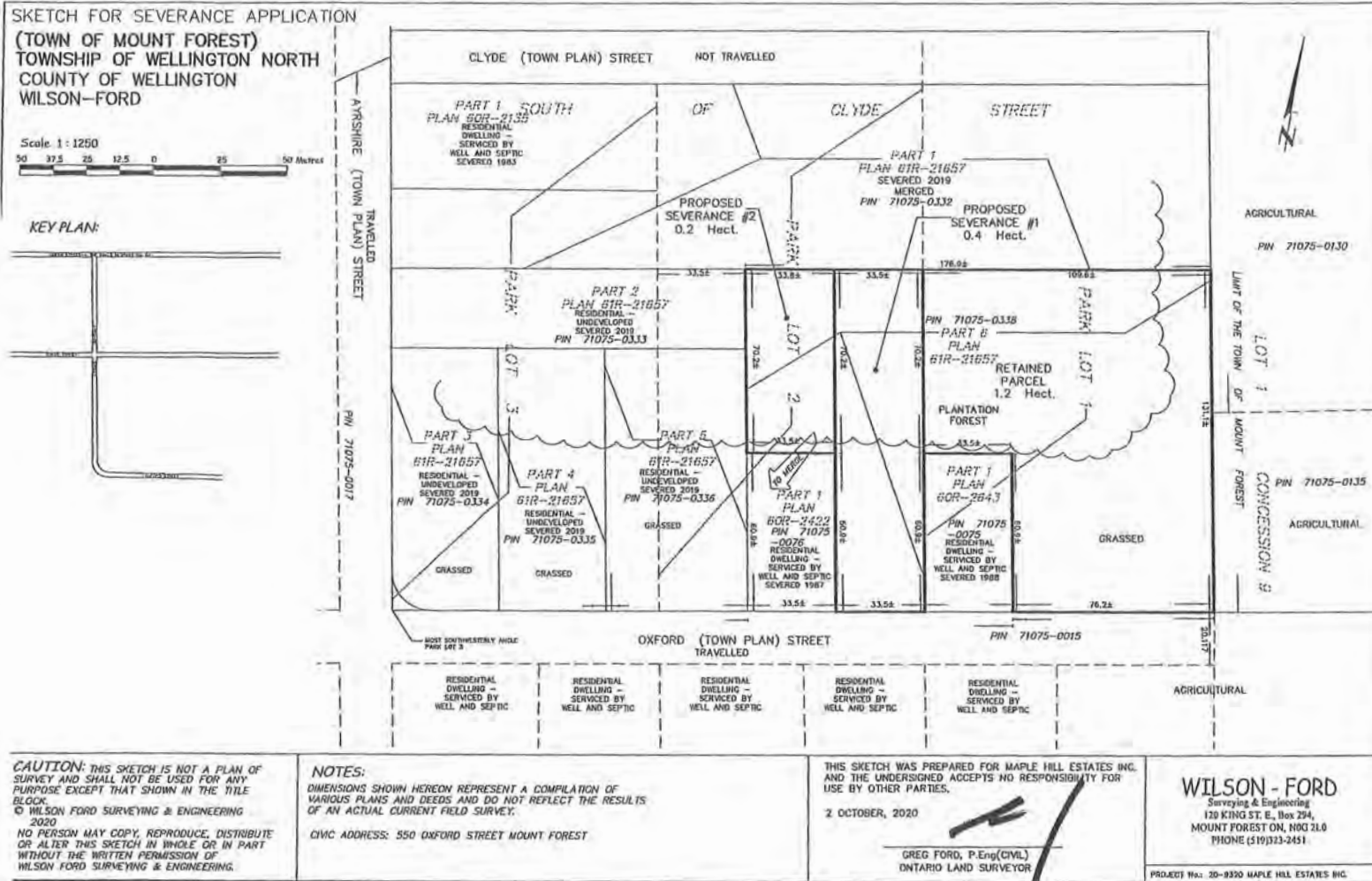
☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

<b>Prepared By:</b>	Tammy Pringle, Development Clerk	
		<i>Tammy Pringle</i>
<b>Recommended By:</b>	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>





20-0320 MAPLE HILL ESTATES INC.



Application Location	B85/20 & B86/20 Part Park Lot 1, 2 & 3, s/o Clyde St. TOWNSHIP OF WELLINGTON NORTH (MOUNT FOREST)
Applicant/Owner	Maple Hill Estates (c/o Brian Padfield)

**PRELIMINARY PLANNING OPINION:** The subject applications propose to add land to an abutting property (550 Oxford Street) through a lot line adjustment and to sever one (1) vacant lot in the Urban Centre of Mount Forest for residential purposes. A vacant lot is proposed to be retained and developed with a detached dwelling and on-site, private services.

Parcel ID	Lot Area	Frontage
Severed (Parcel 1) – B85/20	0.2 ha (0.49 ac)	33.5 m (109.9 ft)
Severed (Parcel 2) – B86/20	0.4 ha (0.98 ac)	33.5 m (109.9 ft)
Retained	1.2 ha ( 2.96 ac)	76.2 m (250 ft)

Both applications are consistent with Provincial Policy and generally conform to the County Official Plan. Planning staff recommends that the applications be approved subject to the following conditions of approval:

- B85/20**
- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and
  - b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent;
- B86/20**
- a) That driveway access can be provided to the severed lands to the satisfaction of the local municipality; and
  - b) That servicing can be addressed for the severed and retained 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):** The subject property is located within the Urban Centre of Mount Forest. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

The PPS also establishes a servicing hierarchy with Section 1.6.6.4 stating “Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development.”

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and located within the Urban Centre of Mount Forest according to Schedule A6-1 of the Official Plan. Urban Centres are expected to provide a full range of land uses opportunities, including residential uses of various types and densities.

Section 10.6.2 states that new lots may be created in Urban Centres provided that the land will be appropriately zoned. The proposed severed lands are zoned Unserviced Residential (R1A) Zone.

The matters under section 10.1.3 were also considered, including item b) “that all lots can be adequately serviced with water, sewage disposal...”, item d) “that all lots will have safe driveway access to an all-season maintained public road...” and item l) “that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses”.

Section 10.1.2 identifies that plans are subdivisions will normally be required for four (4) or more lots; however, planning staff are of the opinion that the subject severance applications do not warrant a plan of subdivision.

**WELL HEAD PROTECTION AREA:** The subject property is located within WHPA D with a vulnerability score of 4.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Unserviced Residential (R1A) Zone. Within this zone a single detached dwelling is permitted. Section 6.8 of the Zoning By-law requires all development within the Urban Centre of Mount Forest to be serviced by municipal water and sanitary services; however, on-site private services are permitted on lands within the R1A Zone.

The severed and retained lands meet the minimum lot area and lot frontage requirements.

**SITE VISIT INFORMATION:** The subject report was prepared without the benefit of a site visit.

  
Meagan Ferris, RPP MCIP  
Senior Planner



## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-036, Consent Application B86-20 Maple Hill Estates c/o Brian Padfield

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-036 being a report on Consent Application (Severance) B86-20 known as Part Park Lots 1, 2 & 3, South of Clyde St..

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B86-20 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 Developer enter into a Development Agreement with the Township of Wellington North to address lot grading and drainage; and
- **THAT** driveway access can be 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 South East quadrant of the Town of Mount Forest and is geographically located on the North side of Oxford Street, East of Ayrshire Street, in the town of Mount Forest.

Proposed severance is 33.5m fr x 131.13m = 0.4 hectares (severance #1 on sketch) vacant land for proposed urban residential use.

Retained parcel is 1.2 hectares with 76.2m frontage, vacant land for proposed urban residential use.

### FINANCIAL CONSIDERATIONS

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

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 20-9320 prepared by Greg Ford at Wilson-Ford Surveying & Engineering, dated October 2, 2020.
- APPENDIX B:
  - Meagan Ferris, Senior 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*

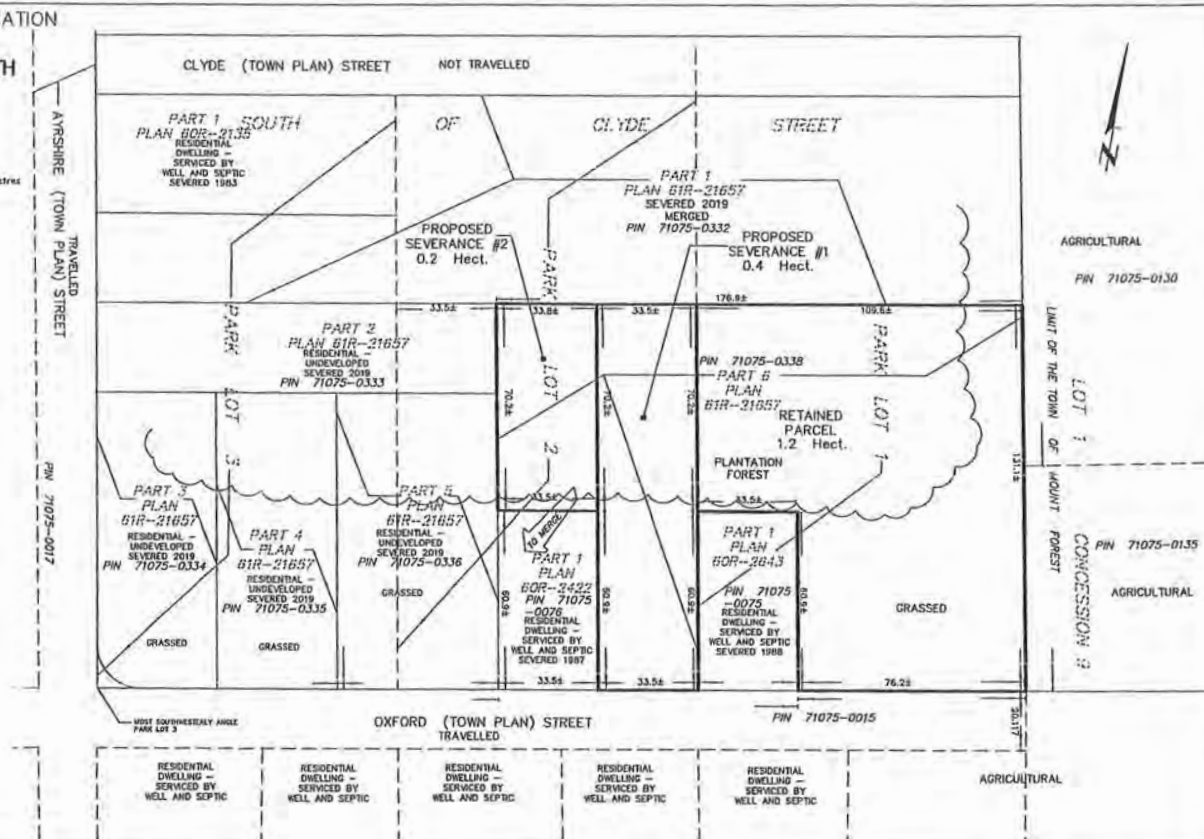
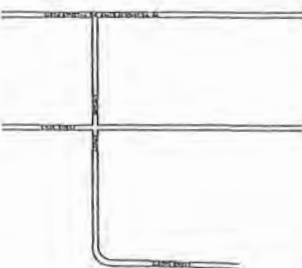
## SKETCH FOR SEVERANCE APPLICATION

(TOWN OF MOUNT FOREST)  
TOWNSHIP OF WELLINGTON NORTH  
COUNTY OF WELLINGTON  
WILSON-FORD

Scale 1:1250

50 37.5 25 12.5 0 25 50 Metres

## KEY PLAN:



**CAUTION:** THIS SKETCH IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR ANY PURPOSE EXCEPT THAT SHOWN IN THE TITLE BLOCK.  
WILSON FORD SURVEYING & ENGINEERING  
2020  
NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE OR ALTER THIS SKETCH IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF WILSON FORD SURVEYING & ENGINEERING.

## NOTES:

DIMENSIONS SHOWN HEREON REPRESENT A COMPILED OF VARIOUS PLANS AND DEEDS AND DO NOT REFLECT THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.

CIVIC ADDRESS: 550 OXFORD STREET MOUNT FOREST

THIS SKETCH WAS PREPARED FOR MAPLE HILL ESTATES INC. AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY OTHER PARTIES.

2 OCTOBER, 2020

GREG FORD, P.Eng.(CIVIL)  
ONTARIO LAND SURVEYOR

## WILSON - FORD

Surveying & Engineering  
120 KING ST. E., Box 294,  
MOUNT FOREST ON, N0G 2L0  
PHONE (519) 323-2451

PROJECT No.: 20-0420 MAPLE HILL ESTATES INC.

20-0420 MAPLE HILL ESTATES INC.



Application Location	B85/20 & B86/20 Part Park Lot 1, 2 & 3, s/o Clyde St. TOWNSHIP OF WELLINGTON NORTH (MOUNT FOREST)
Applicant/Owner	Maple Hill Estates (c/o Brian Padfield)

**PRELIMINARY PLANNING OPINION:** The subject applications propose to add land to an abutting property (550 Oxford Street) through a lot line adjustment and to sever one (1) vacant lot in the Urban Centre of Mount Forest for residential purposes. A vacant lot is proposed to be retained and developed with a detached dwelling and on-site, private services.

Parcel ID	Lot Area	Frontage
Severed (Parcel 1) – B85/20	0.2 ha (0.49 ac)	33.5 m (109.9 ft)
Severed (Parcel 2) – B86/20	0.4 ha (0.98 ac)	33.5 m (109.9 ft)
Retained	1.2 ha ( 2.96 ac)	76.2 m (250 ft)

Both applications are consistent with Provincial Policy and generally conform to the County Official Plan. Planning staff recommends that the applications be approved subject to the following conditions of approval:

- B85/20**
  - a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and
  - b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent;
- B86/20**
  - a) That driveway access can be provided to the severed lands to the satisfaction of the local municipality; and
  - b) That servicing can be addressed for the severed and retained 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):** The subject property is located within the Urban Centre of Mount Forest. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

The PPS also establishes a servicing hierarchy with Section 1.6.6.4 stating “Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development.”

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and located within the Urban Centre of Mount Forest according to Schedule A6-1 of the Official Plan. Urban Centres are expected to provide a full range of land uses opportunities, including residential uses of various types and densities.

Section 10.6.2 states that new lots may be created in Urban Centres provided that the land will be appropriately zoned. The proposed severed lands are zoned Unserviced Residential (R1A) Zone.

The matters under section 10.1.3 were also considered, including item b) “that all lots can be adequately serviced with water, sewage disposal...”, item d) “that all lots will have safe driveway access to an all-season maintained public road...” and item l) “that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses”.

Section 10.1.2 identifies that plans are subdivisions will normally be required for four (4) or more lots; however, planning staff are of the opinion that the subject severance applications do not warrant a plan of subdivision.

**WELL HEAD PROTECTION AREA:** The subject property is located within WHPA D with a vulnerability score of 4.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Unserviced Residential (R1A) Zone. Within this zone a single detached dwelling is permitted. Section 6.8 of the Zoning By-law requires all development within the Urban Centre of Mount Forest to be serviced by municipal water and sanitary services; however, on-site private services are permitted on lands within the R1A Zone.

The severed and retained lands meet the minimum lot area and lot frontage requirements.

**SITE VISIT INFORMATION:** The subject report was prepared without the benefit of a site visit.



Meagan Ferris, RPP MCIP  
Senior Planner





# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-037, Consent Application B94-20 2574574 Ontario Inc. c/o Brad Wilson

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-037 being a report on Consent Application (Severance) B94-20 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 B94-20 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** driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality; and
- **THAT** the applicant enters into a development agreement with the local municipality to address servicing, lot grading and drainage of both the severed and retained lands, to the satisfaction of the local municipality.

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

### 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 = 548 square metres (Severed 1 on sketch), vacant land for proposed urban residential use.

Retained parcel is 33.8m fr x 38.1m = 1281 square metres, vacant land for proposed urban residential townhouse units.

### 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 October 28, 2020.
- APPENDIX B:
  - Meagan Ferris, Senior 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

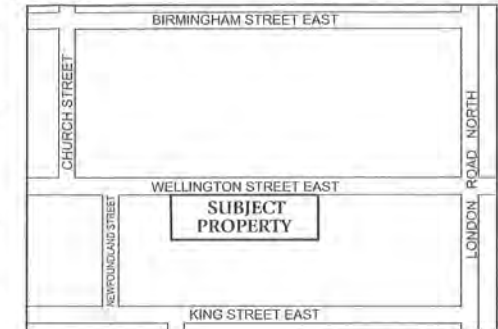
*Tammy Pringle*

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

*Michael Givens*



SCALE 1 : 500  
0 5 10 20 30 meters  
VAN HARTEN SURVEYING INC.



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.

THIS SKETCH WAS PREPARED ON  
THE 28th DAY OF OCTOBER 2020

  
JEFFREY E. BUISMAN  
ONTARIO LAND SURVEYOR



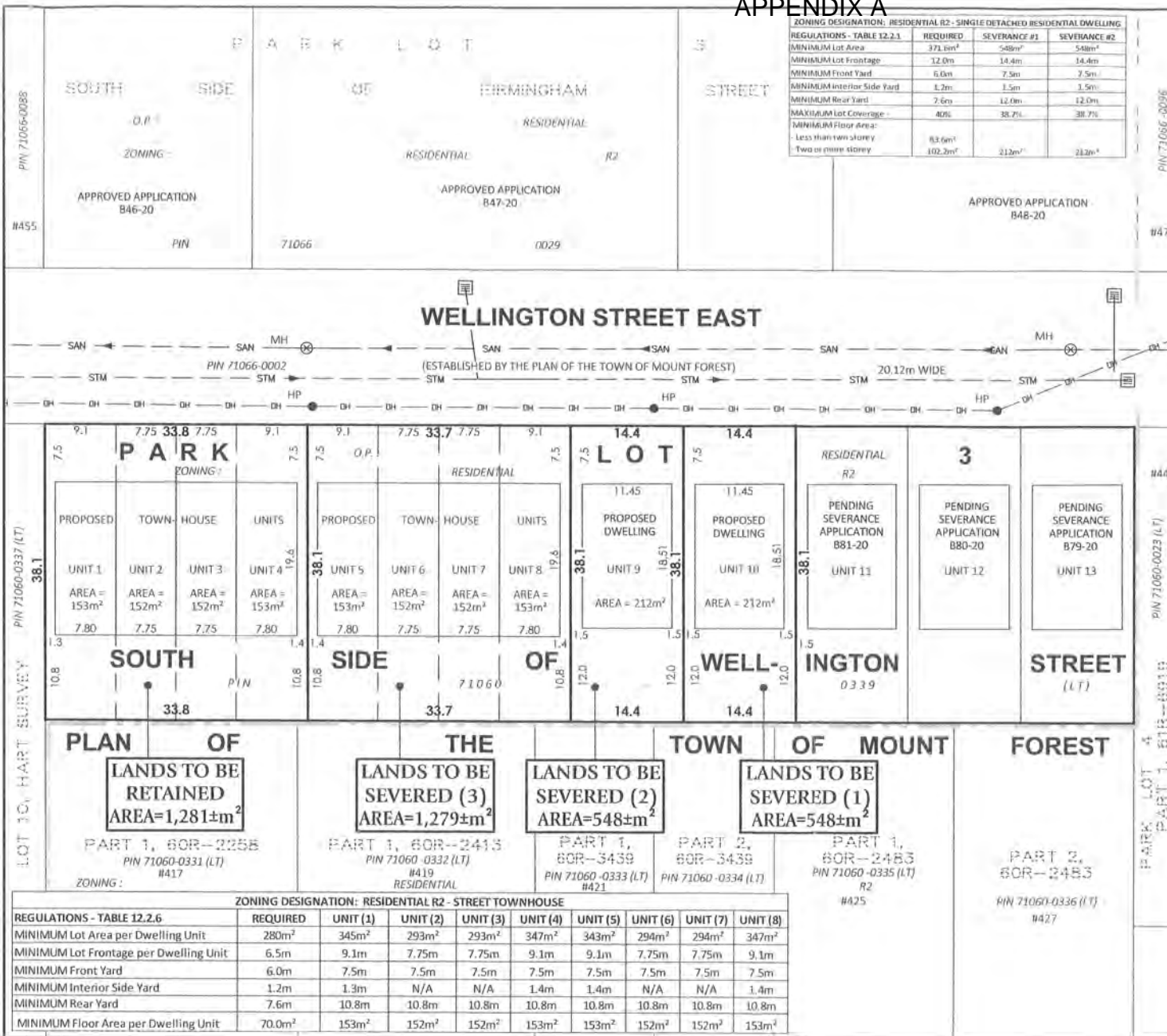
**Van Harten**  
SURVEYING INC.  
LAND SURVEYORS and ENGINEERS

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

DRAWN BY: ARN	CHECKED BY: JEB	PROJECT No. 28756-20
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Oct 28, 2020 - 3:49pm  
G:\MOUNT FOREST\PLAN OF MOUNT FOREST\ACAD\SEV PKLTS (WILSON) SOUTH UTM 2.dwg





Application Location	B94/20, B95/20 & B96/20 Part Park Lot 3, s/s Wellington St. TOWNSHIP OF WELLINGTON NORTH (MOUNT FOREST)
Applicant/Owner	2574574 Ontario Inc. (Brad Wilson)

**PRELIMINARY PLANNING OPINION:** These applications propose to sever three (3) vacant lots in the Urban Centre of Mount Forest for residential purposes:

Parcel ID	Lot Area	Frontage
Severed (Parcel 1)	548 m <sup>2</sup> (5 898.6 ft <sup>2</sup> )	14.4 m (47.2 ft)
Severed (Parcel 2)	548 m <sup>2</sup> (5 898.6 ft <sup>2</sup> )	14.4 m (47.2 ft)
Severed (Parcel 3)	1 279 m <sup>2</sup> (13 767 ft <sup>2</sup> )	33.7 m (110.5 ft)
Retained (Parcel 4)	1 281 m <sup>2</sup> (13 788.5 ft <sup>2</sup> )	33.8 m (110.9 ft)

It is noted that this application is related to consent applications B79/20, B80/20 & B81/20. This application is consistent with Provincial Policy and generally conforms to the County Official Plan. Planning staff recommends approved subject that the following can be addressed as conditions of approval:

- a) That driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality; and
- b) 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.

**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):** The subject property is located within the Urban Centre of Mount Forest. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and located within the Urban Centre of Mount Forest according to Schedule A6-1 of the Official Plan. Urban Centres are expected to provide a full range of land uses opportunities, including residential uses of various types and densities.

Within the Residential designation, a variety of housing types shall be allowed. It is understood that the subject severances are for: a single family dwelling (B94/20 & B95/20) and medium density uses (i.e. townhouses). Section 8.3.5 allows townhouses in areas designated as Residential, subject to the Zoning By-law and criteria, including compatibility considerations.

Section 10.6.2 states that new lots may be created in Urban Centres provided that the land will be appropriately zoned. The proposed severed lands are zoned Medium Density Residential (R2) Zone.

The matters under section 10.1.3 were also considered, including item b) “that all lots can be adequately serviced with water, sewage disposal...”, item d) “that all lots will have safe driveway access to an all-season maintained public road...” and item l) “that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses”.

Section 10.1.2 identifies that plans are subdivisions will normally be required for four (4) or more lots; however, planning staff are of the opinion that the subject severance applications do not warrant a plan of subdivision.

**WELL HEAD PROTECTION AREA:** The subject property is located within WHPA C with a vulnerability score of 6.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Medium Density Residential (R2) zone. The R2 Zone permits a variety of dwelling types including single and semi-detached dwellings, three (3) and four (4) unit street townhouses etc.

The sketch provided as part of the application provides a concept plan for intended housing types with Parcel 1 (B94/20) and Parcel 2 (B95/20) proposing to construct a single family dwelling and Parcel 3 (B96/20) and Parcel 4 (the retained lands) proposing to construct a four-unit street townhouse.

The proposed severed and retained lands meet the minimum lot area and frontage requirements of the R2 Zone.

**SITE VISIT INFORMATION:** The subject report was prepared without the benefit of a site visit.

*Meagan Ferris*

Meagan Ferris, RPP MCIP  
Senior Planner



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-038, Consent Application B95-20 2574574 Ontario Inc. c/o Brad Wilson

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-038 being a report on Consent Application (Severance) B95-20 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 B95-20 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** driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality; and
- **THAT** the applicant enters into a development agreement with the local municipality to address servicing, lot grading and drainage of both the severed and retained lands, to the satisfaction of the local municipality.

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

### 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 = 548 square metres (Severed 2 on sketch), vacant land for proposed urban residential use.

Retained parcel is 33.8m fr x 38.1m = 1281 square metres, vacant land for proposed urban residential townhouse units.

### 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 October 28, 2020.
- APPENDIX B:
  - Meagan Ferris, Senior 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 Location	B94/20, B95/20 & B96/20 Part Park Lot 3, s/s Wellington St. TOWNSHIP OF WELLINGTON NORTH (MOUNT FOREST)
Applicant/Owner	2574574 Ontario Inc. (Brad Wilson)

**PRELIMINARY PLANNING OPINION:** These applications propose to sever three (3) vacant lots in the Urban Centre of Mount Forest for residential purposes:

Parcel ID	Lot Area	Frontage
Severed (Parcel 1)	548 m <sup>2</sup> (5 898.6 ft <sup>2</sup> )	14.4 m (47.2 ft)
Severed (Parcel 2)	548 m <sup>2</sup> (5 898.6 ft <sup>2</sup> )	14.4 m (47.2 ft)
Severed (Parcel 3)	1 279 m <sup>2</sup> (13 767 ft <sup>2</sup> )	33.7 m (110.5 ft)
Retained (Parcel 4)	1 281 m <sup>2</sup> (13 788.5 ft <sup>2</sup> )	33.8 m (110.9 ft)

It is noted that this application is related to consent applications B79/20, B80/20 & B81/20. This application is consistent with Provincial Policy and generally conforms to the County Official Plan. Planning staff recommends approved subject that the following can be addressed as conditions of approval:

- a) That driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality; and
- b) 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.

**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):** The subject property is located within the Urban Centre of Mount Forest. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and located within the Urban Centre of Mount Forest according to Schedule A6-1 of the Official Plan. Urban Centres are expected to provide a full range of land uses opportunities, including residential uses of various types and densities.

Within the Residential designation, a variety of housing types shall be allowed. It is understood that the subject severances are for: a single family dwelling (B94/20 & B95/20) and medium density uses (i.e. townhouses). Section 8.3.5 allows townhouses in areas designated as Residential, subject to the Zoning By-law and criteria, including compatibility considerations.

Section 10.6.2 states that new lots may be created in Urban Centres provided that the land will be appropriately zoned. The proposed severed lands are zoned Medium Density Residential (R2) Zone.

The matters under section 10.1.3 were also considered, including item b) “that all lots can be adequately serviced with water, sewage disposal...”, item d) “that all lots will have safe driveway access to an all-season maintained public road...” and item l) “that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses”.

Section 10.1.2 identifies that plans are subdivisions will normally be required for four (4) or more lots; however, planning staff are of the opinion that the subject severance applications do not warrant a plan of subdivision.

**WELL HEAD PROTECTION AREA:** The subject property is located within WHPA C with a vulnerability score of 6.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Medium Density Residential (R2) zone. The R2 Zone permits a variety of dwelling types including single and semi-detached dwellings, three (3) and four (4) unit street townhouses etc.

The sketch provided as part of the application provides a concept plan for intended housing types with Parcel 1 (B94/20) and Parcel 2 (B95/20) proposing to construct a single family dwelling and Parcel 3 (B96/20) and Parcel 4 (the retained lands) proposing to construct a four-unit street townhouse.

The proposed severed and retained lands meet the minimum lot area and frontage requirements of the R2 Zone.

**SITE VISIT INFORMATION:** The subject report was prepared without the benefit of a site visit.

*Meagan Ferris*

Meagan Ferris, RPP MCIP  
Senior Planner



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-039, Consent Application B96-20 2574574 Ontario Inc. c/o Brad Wilson

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-039 being a report on Consent Application (Severance) B96-20 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 B96-20 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** driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality; and
- **THAT** the applicant enters into a development agreement with the local municipality to address servicing, lot grading and drainage of both the severed and retained lands, to the satisfaction of the local municipality.

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

### 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 33.7m fr x 38.1m = 1279 square metres (Severed 3 on sketch), vacant land for proposed urban residential townhouse units.

Retained parcel is 33.8m fr x 38.1m = 1281 square metres, vacant land for proposed urban residential townhouse units.

### 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 October 28, 2020.
- APPENDIX B:
  - Meagan Ferris, Senior 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*



SCALE 1 : 500  
0 5 10 20 30 meters  
VAN HARTEN SURVEYING INC.

BIRMINGHAM STREET EAST

CHURCH STREET

ROAD NORTH

WELLINGTON STREET EAST

**SUBJECT  
PROPERTY**

NEWBOND STREET

LONDON ROAD

KING STREET EAST

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 28th DAY OF OCTOBER 2020

JEFFREY E. BUISMAN  
ONTARIO LAND SURVEYOR



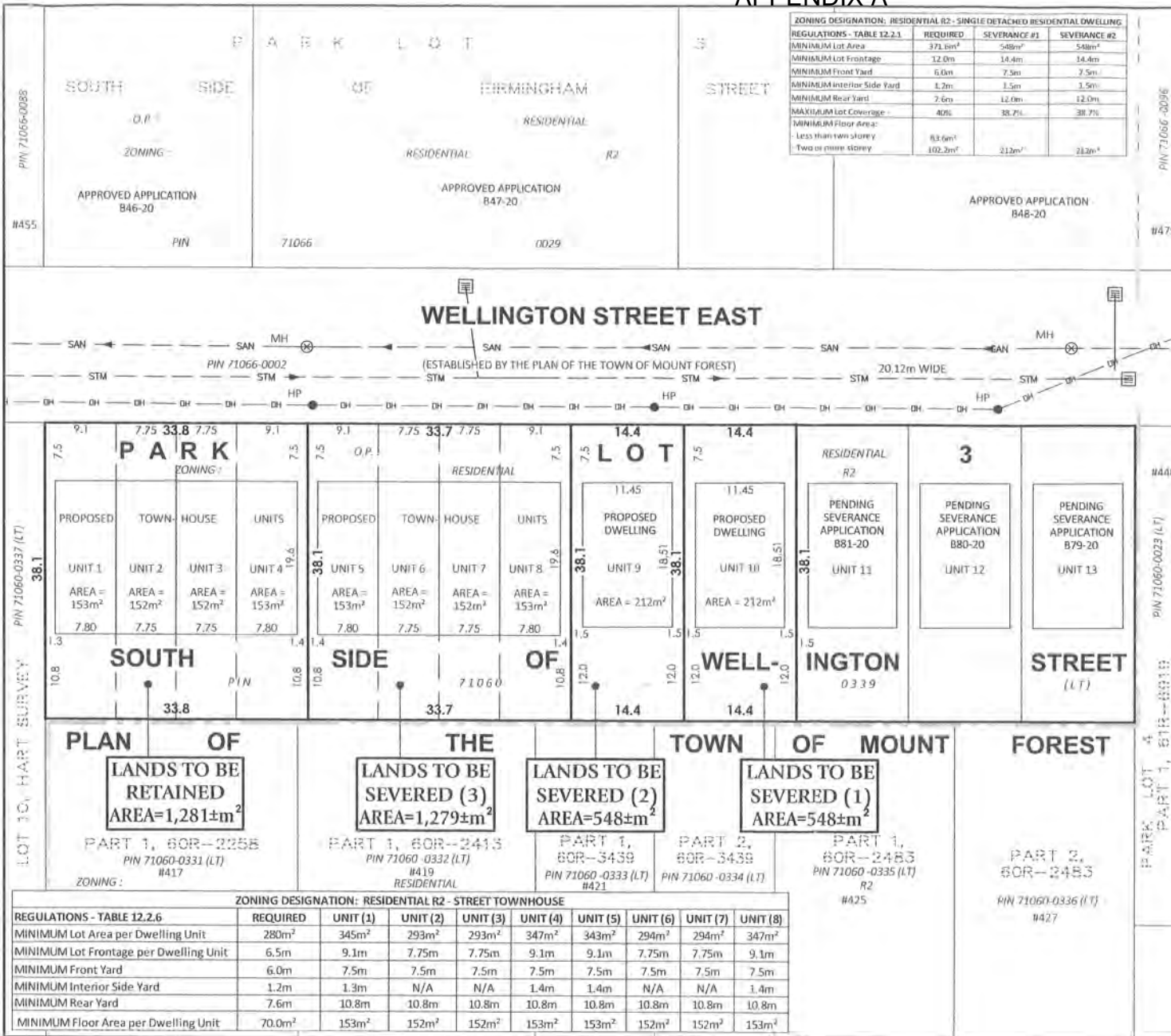
**Van Harten**  
SURVEYING INC.  
LAND SURVEYORS and ENGINEERS

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

DRAWN BY: ARN	CHECKED BY: JEB	PROJECT No. 28756-20
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Q:\MOUNT FOREST\PLAN OF MOUNT FOREST\ACAD\SEV PKLT3 (WILSON) SOUTH UTM 2.dwg





Application Location	B94/20, B95/20 & B96/20 Part Park Lot 3, s/s Wellington St. TOWNSHIP OF WELLINGTON NORTH (MOUNT FOREST)
Applicant/Owner	2574574 Ontario Inc. (Brad Wilson)

**PRELIMINARY PLANNING OPINION:** These applications propose to sever three (3) vacant lots in the Urban Centre of Mount Forest for residential purposes:

Parcel ID	Lot Area	Frontage
Severed (Parcel 1)	548 m <sup>2</sup> (5 898.6 ft <sup>2</sup> )	14.4 m (47.2 ft)
Severed (Parcel 2)	548 m <sup>2</sup> (5 898.6 ft <sup>2</sup> )	14.4 m (47.2 ft)
Severed (Parcel 3)	1 279 m <sup>2</sup> (13 767 ft <sup>2</sup> )	33.7 m (110.5 ft)
Retained (Parcel 4)	1 281 m <sup>2</sup> (13 788.5 ft <sup>2</sup> )	33.8 m (110.9 ft)

It is noted that this application is related to consent applications B79/20, B80/20 & B81/20. This application is consistent with Provincial Policy and generally conforms to the County Official Plan. Planning staff recommends approved subject that the following can be addressed as conditions of approval:

- a) That driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality; and
- b) 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.

**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):** The subject property is located within the Urban Centre of Mount Forest. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL and located within the Urban Centre of Mount Forest according to Schedule A6-1 of the Official Plan. Urban Centres are expected to provide a full range of land uses opportunities, including residential uses of various types and densities.

Within the Residential designation, a variety of housing types shall be allowed. It is understood that the subject severances are for: a single family dwelling (B94/20 & B95/20) and medium density uses (i.e. townhouses). Section 8.3.5 allows townhouses in areas designated as Residential, subject to the Zoning By-law and criteria, including compatibility considerations.

Section 10.6.2 states that new lots may be created in Urban Centres provided that the land will be appropriately zoned. The proposed severed lands are zoned Medium Density Residential (R2) Zone.

The matters under section 10.1.3 were also considered, including item b) “that all lots can be adequately serviced with water, sewage disposal...”, item d) “that all lots will have safe driveway access to an all-season maintained public road...” and item l) “that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses”.

Section 10.1.2 identifies that plans are subdivisions will normally be required for four (4) or more lots; however, planning staff are of the opinion that the subject severance applications do not warrant a plan of subdivision.

**WELL HEAD PROTECTION AREA:** The subject property is located within WHPA C with a vulnerability score of 6.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Medium Density Residential (R2) zone. The R2 Zone permits a variety of dwelling types including single and semi-detached dwellings, three (3) and four (4) unit street townhouses etc.

The sketch provided as part of the application provides a concept plan for intended housing types with Parcel 1 (B94/20) and Parcel 2 (B95/20) proposing to construct a single family dwelling and Parcel 3 (B96/20) and Parcel 4 (the retained lands) proposing to construct a four-unit street townhouse.

The proposed severed and retained lands meet the minimum lot area and frontage requirements of the R2 Zone.

**SITE VISIT INFORMATION:** The subject report was prepared without the benefit of a site visit.

*Meagan Ferris*

Meagan Ferris, RPP MCIP  
Senior Planner



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** DC2020-040, Consent Application B97-20 Karen & Michael Drabek

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2020-040 being a report on Consent Application (Severance) B97-20 known as Part Lot 22, EOSR, Division 3 & 4.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B97-20 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 Bruce Eden Municipal Drain; and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain; 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 (just north of the town of Arthur), and is geographically known as 9593 Highway 6, in the former Township of Arthur.

Proposed severance is 1.3 hectares with 84m frontage, existing and proposed rural residential use with existing dwelling, shop & shed.

Retained parcel is 39.3 hectares with 186m frontage, existing and proposed agricultural use.

### FINANCIAL CONSIDERATIONS

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

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 28242-20 prepared by Jeffrey E. Buisman at Van Harten Surveying Inc., dated October 30, 2020.
- APPENDIX B:
  - Meagan Ferris, Senior 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 33, 111

CONCESSION EAST OF THE OWEN SOUND ROAD,  
DIVISIONS 3 & 4GEOGRAPHIC TOWNSHIP OF ARTHUR  
TOWNSHIP OF WELLINGTON NORTH  
COUNTY OF WELLINGTON

SCALE 1 : 5000

0 50 100 200 300 metres

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 (A) AND NATURAL ENVIRONMENT (NE).
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL.
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 OCTOBER, 2020

  
JEFFREY E. BUISMAN  
ONTARIO LAND SURVEYOR

**Van Harten**  
SURVEYING INC.  
LAND SURVEYORS and ENGINEERS
Kitchener/Waterloo  
Ph: 519-742-8371Guelph  
Ph: 519-821-2763Orangeville  
Ph: 519-940-4110

www.vanharten.com

info@vanharten.com

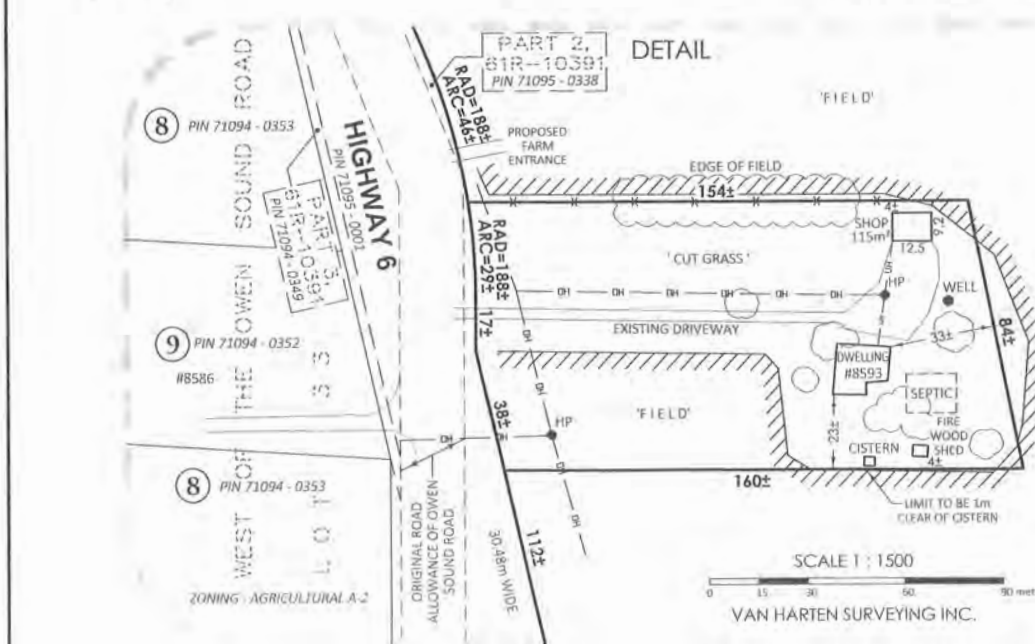
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PROJECT No. 28242-20

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SCALE 1 : 1500  
0 15 30 45 60 metres  
VAN HARTEN SURVEYING INC.


O.P. - CORE GREENLANDS

ZONING: NATURAL ENVIRONMENT





Application	B97/20
Location	Part Lot 33, EOSR, Division 3 & 4 TOWNSHIP OF WELLINGTON NORTH (ARTHUR TOWNSHIP)
Applicant/Owner	Karen & Michael Drabyk

**PRELIMINARY PLANNING OPINION:** This application would sever a 1.3 ha (3.2 ac) parcel with an existing dwelling, shop, shed and associated services. A vacant 39.3 ha (97.1 ac) agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

This consent application is consistent with Provincial Policy and the County Official Plan; however, planning staff would prefer to see the proposed lot size reduced to exclude as much farm lands as possible. Provided that the Committee is satisfied with the proposed lot size the following conditions of approval are recommended to be applied:

- a) That driveway access can be provided to the retained lands to the satisfaction of the Ministry of Transportation; and
- 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.

**A PLACE TO GROW:** The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The result of recent changes to the Growth Plan means the natural heritage system policies and the agricultural system mapping will not apply until fully incorporated into the County’s Official Plan. All planning decisions are required to conform with the Growth Plan.

The proposed lot is located outside of any Key Natural Heritage Feature and Key Hydrological Features.

**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... There are no concerns regarding MDS.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL.

Section 10.3.4 allows severances to 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, staff are satisfied that this application conforms to the above criteria; however, with respects to item c) there is an opportunity to retain additional lands (currently cultivated) with the farm parcel and to reduce the overall lot size to align with the grassed area. Staff are also satisfied that item f) can be addressed as a condition of approval.

A Farm Information Form, dated October 27<sup>th</sup>, 2020, has been provided and confirms that this application demonstrates farm consolidation and that the dwelling to be severed is surplus to the farming operations needs of the future purchaser of the property (Bruce and Craig Eden).

The matters under section 10.1.3 were also considered.

**WELL HEAD PROTECTION AREA:** The subject property is not located within a WHPA.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A) and Natural Environment (NE) Zone. The retained parcel 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 (A) Zone.

**SITE VISIT INFORMATION:** The subject report was prepared without the benefit of a site visit.

A handwritten signature in black ink that reads "Meagan Ferris".

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Meagan Ferris, RPP MCIP  
Senior Planner



## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020  
**From:** Tammy Pringle, Development Clerk  
**Subject:** **DC 2020-041**, Development Updates Village of Arthur

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive for information Report DC 2020-041 being a report on development updates in the Village of Arthur.

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

- Wellington North Community Growth Plan, Final Report dated February 2018
- Affordable Housing in Wellington County, Presentation dated March 2019
- Triton Engineering Services Limited, Letter dated February 13, 2020 Re: 2020 Reserve Capacity Calculations Arthur Wastewater Treatment Plant
- Development Clerk Report DC 2020-023 Township Development updates dated September 14, 2020

### BACKGROUND

On September 14, 2020 Council reviewed a report DC 2020-023, regarding development in the Township as of July 31<sup>st</sup>, 2020. This report indicated a projected increase of 219 homes, in the Village of Arthur. Since this report, there has been an increase in applications for draft plan of subdivision, inquiries for residential development as well as infill increases.

### COMMENTS AND ANALYSIS

In November 2020 the Phase 1 upgrade to the Arthur Waste Water Treatment Plant (WWTP) will be complete. This increases the capacity by 395 units of sewer allocation in the village of Arthur from ten.

Given current technology and the geographic location of the town, there will only be one more upgrade available to the Arthur WWTP. Reports indicate the maximum increase, in the final phase will add 440 units. (*See Total Available Sewage Units chart in Appendix A.*)

It is also worth note that there is no property in the town limits zoned Highway Commercial and approximately 25 acres of undeveloped land zoned Residential.

This increase in potential developments requires a continued evaluation of the finite services available for future development in the Village of Arthur. Now is the time to evaluate the lay of the land; to plan for future infrastructure, services and locations. To that end, this review includes an outline of Future Development as well as Undeveloped Industrial and Residential lands within the town limits.



### FINANCIAL CONSIDERATIONS

There is no financial impact to the municipality in receiving this report. These planned developments will see a significant increase in development charges, building permit fees and increase the tax base in the township.

They will also make use of much of the Wastewater Treatment Plant capacity. Consideration to the timing of wastewater treatment plant expansion will need to be reviewed as development progresses.

### ATTACHMENTS

- Appendix A – Village of Arthur Residential Development Forecast as of December 1<sup>st</sup>, 2020
- Appendix B – Village of Arthur Future Development, Undeveloped Industrial & Residential Lands Reference Map, as of December 1<sup>st</sup>, 2020

### STRATEGIC PLAN 2019 - 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☒ Municipal Infrastructure

☐ Partnerships

☒ Alignment and Integration

<b>Prepared By:</b>	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
<b>Recommended By:</b>	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

## APPENDIX A

### Arthur Residential Development Forecast as of December 1<sup>st</sup>, 2020

#### Approved Residential Developments – Not Built as of December 1<sup>st</sup>, 2020

DEVELOPER	LOCATION	DEVELOPMENT DETAILS	Single Det.	Semi-Det.	Town-house	Apart. Units	Development Stage
940749 Ontario Ltd.	Domville St., Arthur	Forest View Estates Plan of Subdivision	10	8	8	24	Council supported Proposed Draft Plan 26-Aug-19
940749 Ontario Ltd.	Schmidt Dr., Arthur	Eastridge Landing Phase III & IV – Plan of Subdivision	37	38	28		Pre-Servicing Agreement Signed August 2020
Edward Watt	200 – 240 Francis St., Arthur	Severance created 4 Lots plus Retained Portion		10			Re-Zoned from (H) R1C to R2 passed Council 10/Aug/20
Seawaves Homes Ltd	204 Gordon St., Arthur	7 Buildings of Street & Cluster Townhouses			37		2 <sup>nd</sup> Submission Rec'd for Site Plan 10-Dec-19

<b>TOTAL APPROVED RESIDENTIAL DEVELOPMENTS – ARTHUR</b>	<b>47</b>	<b>56</b>	<b>73</b>	<b>24</b>	<b>200</b>
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#### Tentative Residential Developments as of December 1<sup>st</sup>, 2020

DEVELOPER	LOCATION	DEVELOPMENT DETAILS	Single Det.	Semi-Det.	Town-house	Apart. Units	Development Stage
940749 Ontario Ltd.	Schmidt Dr & Walsh St South Extension	Eastridge Landing Phase V	18	12	25		
Cachet Developments (Arthur) Inc.	Preston & Domville St,	Plan of Subdivision	141		99		1 <sup>st</sup> Submission Rec'd 27-Aug-2020
Sarah Properties Limited	211 Eliza St.	Zoned (R1C) Low Density Residential & (FD) Future Development	128			102	Based on concept plan from previous property owner.
The Milo Group of Companies Ltd.	Tucker St. N of Former Rail Corridor	18 Block Proposed Residential Development Zoned (H)M1 Industrial with Holding Zone	140		70		Preliminary Inquiries Made Sept. 2020 (Based on estimates from developer.)
Arthur Green Developments Inc.	164 George Street	Existing Building (Purpose Built Rental Units) + New Building Addition with 2 Barrier Free Suits + New Purpose Built Rental Building across back of property w/ 30 units				52	Concept Design
Arthur Green Developments Inc.	168 George Street	New Building – Purpose Built Rental Housing (15 units)				15	Concept Design

<b>TOTAL TENTATIVE RESIDENTIAL DEVELOPMENTS – ARTHUR</b>	<b>427</b>	<b>12</b>	<b>194</b>	<b>169</b>	<b>802</b>
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#### 2020 Infill Lots Built as of December 1<sup>st</sup>, 2020

CIVIC ADDRESS	PERMIT NUMBER	ISSUED DATE	WORK PROPOSED	NUMBER OF UNITS
7619 Jones Baseline	2020-0078	3-June-2020	Service Connection	1 Single Detached
177-179 George Street	2020-0082	9-June-2020	Commercial/Residential Renovation	2 Apt.
138 George Street	2020-0092	22-June-2020	Commercial/Residential Renovation	2 Apt.
168 George Street	2020-0144	13-August-2020	Commercial/Residential Renovation	1 Apt.
270 George Street	2020-0173	18-September-2020	Commercial/Residential Renovation	1 Apt.
257 George Street	2020-0202	21-October-2020	Change of Use	2 Apt.
7644 Highway 6	2020-0214	17-November-2020	Service Connection	1 Single Detached

<b>TOTAL RESIDENTIAL INFILL – ARTHUR</b>	<b>10</b>
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#### Approved Lots Built as of December 1<sup>st</sup>, 2020

CIVIC ADDRESS	PERMIT NUMBER	ISSUED DATE	WORK PROPOSED	NUMBER OF UNITS
7995 Wellington Road 109	2020-0213	17-November-2020	Service Connection	1 Single Detached

<b>TOTAL RESIDENTIAL Approved Lots Built – ARTHUR</b>	<b>1</b>
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#### Total Residential Developments (New & Tentative) and Single Lot Infill

	Single Det.	Semi-Det.	Town-house	Apart. Units	TOTAL UNITS
TOTAL RESIDENTIAL – ARTHUR	477	68	267	201	<b>1,013</b>
LESS PROPERTY CONCEPT REQUEST TO CHANGE ZONING FROM (H)M1 TO R3	(140)		(70)		
TOTAL RESIDENTIAL - ARTHUR	337	68	197	201	<b>803</b>

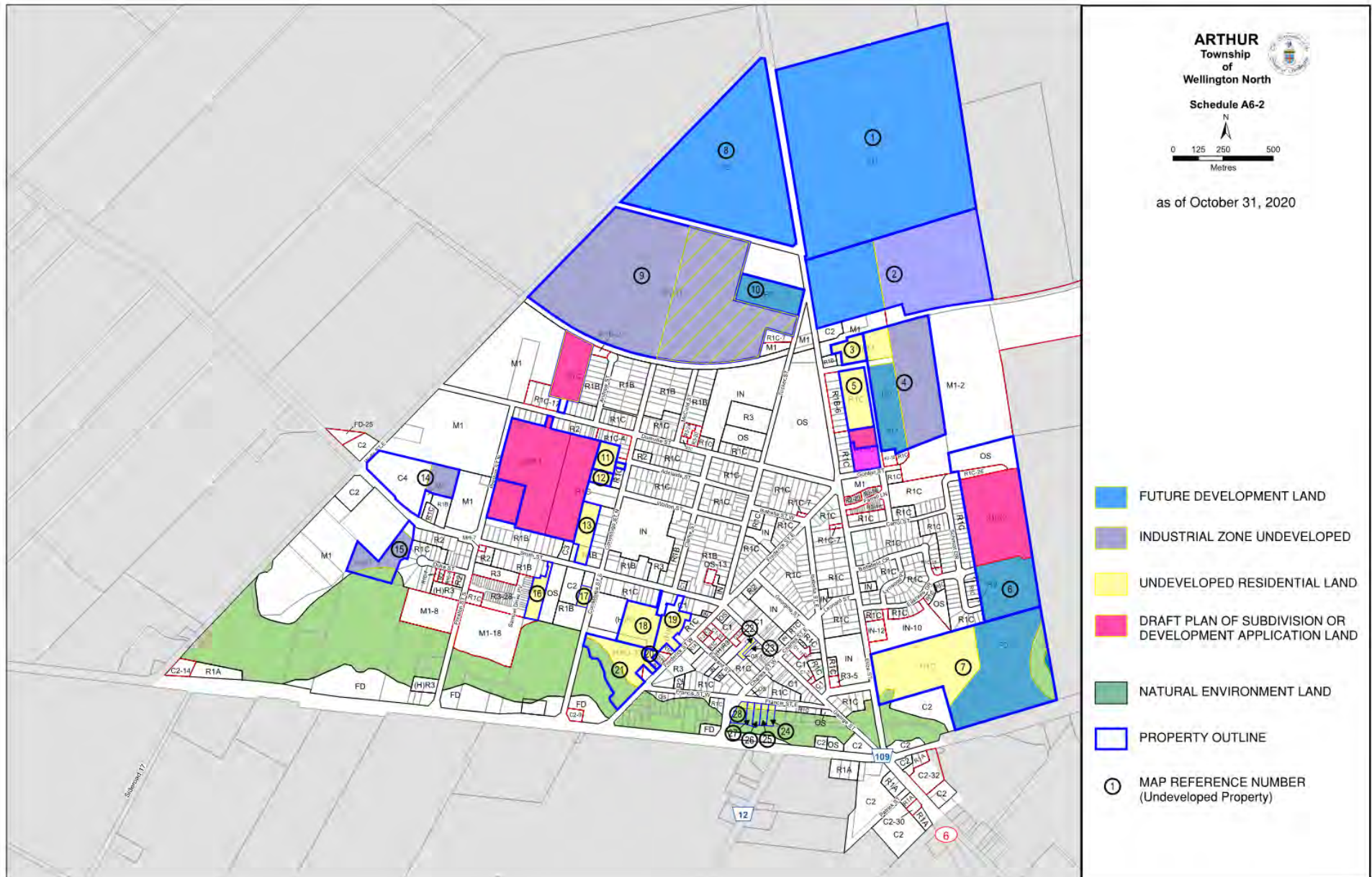
**Total Available Sewage Units (Including Phase 2 Future Upgrade)**

Development Comparisons	ARTHUR
2009 Balance	0
New Units Made Available January 2020	10
Phase 1 Units (November 2020)	395
Phase 2 Units (Unknown date)	440
<b>TOTAL SEWAGE UNITS</b>	<b>845</b>
Less Residential Development Approved but Not Built as of December 1st, 2020	(200)
Less Tentative Residential Development as of December 1 <sup>st</sup> , 2020	(802)
Less Infill Lots w/ Sewer Connection January 1 to December 1, 2020	(10)
Less Approved Lots Built as of December 1, 2020	(1)
<b>Available Sewage Units</b>	<b>(168)</b>

## Undeveloped Property (approx. acreage) (Reference Appendix B)

MAP REF.	ROLL	ADDRESS	ZONE (RES)	ACRE (RES)	ZONE (FD)	ACRE (FD)	ZONE (IND)	ACRE (IND)	TOTAL ACRES UN-DEVELOPED	TOTAL ACRES
6	011-11803	Eastridge Phase V			FD	8.98			8.98	24.87
7	011-04500	211 Eliza Street (see Sarah Properties) (NE 5.1 acres)	R1C	15.68	FD	19.7			35.38	40.48
9	011-02700	Eliza Street (31.0 acres of this is proposed to change from (H) M1 to R3. See Milo Group above)					(H) M1	71.98	71.98	71.98
22	012-12000	164 George Street ("The Queens") (OS-1 0.09 acres)	C1	0.26					.26	0.35
23	012-11800	168 George Street (Existing apartment bldg. w/ restaurant 0.05 acres. Proposal to add 16 units.)	C1	1.35					1.35	1.4
24	012-01821	240 Francis Street East (NE .32 acres)	R2	0.10					.10	.42
25	012-01822	230 Francis Street East (NE .32 acres)	R2	0.11					.11	.43
26	012-01823	220 Francis Street East (NE .34 acres)	R2	0.12					.12	.46
27	012-01824	210 Francis Street East (NE .34 acres)	R2	0.12					.12	.46
28	012-01825	200 Francis Street East (NE .60 acres)	R2	0.15					.15	.75
1	013-12500	665 Eliza Street			FD	95.18			95.18	95.18
2	013-12400	501 Eliza Street			FD	13.70	M1-2	26.3	40.0	40.0
3	013-12120	Draper Street	(H) R3	2.06					2.06	2.06
4	011-02650	210 Gordon Street (approx. .06 acres road allowance)	(H) R3	2.07	FD	6.3	M1-2	14.24	22.61	22.67
5	013-12000	Anderson Avenue	R1C	4.04					4.04	4.04
8	013-12600	Macauley Street			FD	47.1			47.1	47.1
10	013-12702	504 Eliza Street			FD	5.0			5.0	5.0
11	013-19807	Conestoga Street North	R1C	1.63					1.63	1.63
12	013-19810	Conestoga Street North	R1C	.80					.80	.80
13	013-01995	320 Smith Street (currently has 1 single detached .63 acres)	R1B	2.19					2.19	2.82
14	013-03000	480 Smith Street (gas bar: C4 property approx. 7 acres)					(H)M1	2.3	2.3	9.3
15	012-09100	441 Smith Street (Single Residential on .36 acres R2 w/ Barn)					M1	4.83	4.83	5.19
16	012-07650	335 Smith Street (currently has 3 storage buildings)	R1B	2.0					2.0	2.0
17	012-07360	130 Conestoga Street South (Owner looking into Severances) Currently 1 single detached on lot.	R1B	.35					.35	.69
18	012-06450	Smith Street (entrance off Smith St. R1C (.07ac)	(H)R3	4.50					4.5	4.58
19	012-06100	171 Smith Street (Severance B98-19 not yet complete) (C1 has Existing Restaurant .5 acres)	(H)C1	2.22					2.22	2.72
20	012-14700	176 Frederick Street W. (Pumping Station on IN piece .14 acre)	(H)R3	0.33					.33	.47
21	012-14800	178 Frederick Street W. (Currently has Single Detached on .41 acre lot from severance B65-12. Deferral recommended by Council Mar. 11, 2020) (NE 3.59 acres)	(H)R3-33	2.96					2.96	6.96
		Indicates Development Included on Charts Above								
		TOTAL ACRES	RES	43.04	FD	195.96	IND	119.65	358.65	
		Less Development Included on Charts Above		(17.89)		(28.68)			(46.57)	
		TOTAL UNDEVELOPED ACRES	RES	25.15	FD	167.28	IND	119.65	312.08	

**APPENDIX B**  
**Village of Arthur Future Development, Undeveloped Industrial & Residential Lands Reference Map**  
as of December 1<sup>st</sup>, 2020





## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020  
**From:** Tammy Pringle, Development Clerk  
**Subject:** **DC 2020-042**, Development Updates Town of Mount Forest

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report DC 2020-042 being a report on development updates in the Town of Mount Forest.

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

- Wellington North Community Growth Plan, Final Report dated February 2018
- Affordable Housing in Wellington County, Presentation dated March 2019
- Triton Engineering Services Limited, Letter dated February 4, 2020 Re: 2020 Reserve Capacity Calculations Mount Forest Wastewater Treatment Plant
- Development Clerk Report DC 2020-023 Township Development updates dated September 14, 2020

### BACKGROUND

On September 14, 2020 Council reviewed a report DC 2020-023, regarding development in the Township as of July 31<sup>st</sup>, 2020. This report indicated a projected increase of 764 homes, in the Town of Mount Forest. Since this report, there has been an increase in applications for draft plan of subdivision, inquiries for residential development as well as infill increases.

### COMMENTS AND ANALYSIS

As of January 1<sup>st</sup>, 2020 the Town of Mount Forest had a total of 591 uncommitted sewage units available at the Waste Water Treatment Plant (WWTP). While this may seem like a considerable amount of available capacity; there are a number of developments currently working towards their construction phase that could see a steady reduction in available capacity.

It is also worth note that there is about 11.75 acres of vacant property, in the town limits, zoned Highway Commercial and approximately 37 acres of undeveloped land zoned Residential.

Planning for the future will warrant a close eye on services in order to maintain a steady course of development. Now is the time to make plans for future infrastructure. These plans should include the WWTP, but also consider wear and tear on existing services like roads, water and sewer lines, parks, trails and recreation facilities in order to keep up with the potential increase in population.

To that end, this review includes an outline of Future Development as well as Undeveloped Industrial & Commercial as well as Undeveloped Residential lands within the town limits.

### FINANCIAL CONSIDERATIONS

There is no financial impact to the municipality in receiving this report. These planned developments will see a significant increase in development charges, building permit fees and increase the tax base in the township.

They will also make use of much of the Wastewater Treatment Plant capacity. Consideration to the timing of wastewater treatment plant expansion will need to be reviewed as development progresses.

### ATTACHMENTS

- Appendix A – Mount Forest Residential Development Forecast as of December 1<sup>st</sup>, 2020
- Appendix B – Mount Forest Future Development, Undeveloped Industrial & Residential Lands Reference Map, as of December 1<sup>st</sup>, 2020

### STRATEGIC PLAN 2019 - 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☒ Municipal Infrastructure

☒ Alignment and Integration

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

*Tammy Pringle*

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

*Michael Givens*



## APPENDIX A

## Mount Forest Residential Development Forecast as of December 1, 2020

## Approved Residential Developments – Not Built as of December 1, 2020

DEVELOPER	LOCATION	DEVELOPMENT DETAILS	Detached	Semi-Det.	Town-house	Apart. Units	Development Stage
Allan Sharpe	310 Sligo Rd W, Mount Forest	<b>Sligo Road Townhouses</b> Five - 4 Unit Cluster Townhouses			12		Building Permits Issued for 2 of 5 blocks, 16-Sept-20
Betty Dee Limited	Martin Street, Mount Forest	3 Single Detached Dwellings (Lots created by severance)	1				1 Lot Undeveloped
Brian Padfield	South of Clyde St, Mount Forest	<b>Maple Hill Estates</b> Creating 6 New Residential (R1A) Lots and 1 Retain 1 (R1A)	7				Development Agreement Signed 8-Apr-19 # Includes B86-20
H. Bye Construction	Broomer Cres., Mount Forest	<b>London Road Development</b> Plan of Subdivision			30		Subdivision Agreement Signed 22-Jun-20
Mount Forest Developments Inc.	S of Durham, E of Main, Mount Forest	<b>Mount Forest Developments</b> Plan of Subdivision		30			Subdivision Agreement Signed 07-Oct-19
Peter & Mary Reeves	Wellington St. E., Mount Forest	Severance to create 4 Lots plus Retained Portion	1				1 Lot Undeveloped
Reeves Construction Ltd.	Ruby's Cres., Mount Forest	<b>Albert Street Estates</b> Plan of Subdivision	1				1 Lot Undeveloped
Reeves Construction Ltd.	Ronnie's Way, Dougs Cres., Mount Forest	<b>Lucas Subdivision</b> Plan of Subdivision	17	2			18 Lots Undeveloped
Sharon Farms & Enterprises Limited	730 Princess St., Mount Forest	Cluster Townhouses			15		Holding Zone Removed 12-Aug-19
South Saugeen Developments	Cork St. Mount Forest	Six Semi-Detached Dwellings		6			3 Lots Undeveloped
Shawn Aitken	400 King St. E., Mount Forest	<b>Marlanna Homes Inc.</b> Plan of Subdivision		24			5 <sup>th</sup> Submission Rec'd 22-Apr-19

<b>TOTAL APPROVED RESIDENTIAL DEVELOPMENTS – MOUNT FOREST</b>	<b>27</b>	<b>62</b>	<b>57</b>	<b>0</b>	<b>146</b>
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## Tentative Residential Developments as of December 1, 2020

DEVELOPER	LOCATION	DEVELOPMENT DETAILS	Detached	Semi-Det.	Town-house	Apart. Units	Development Stage
2574574 Ontario Inc. (Brad Wilson)	North side of Wellington St., Mount Forest	Wellington Street Townhouses (North Side)	1		10		Application for SPA rec'd 14-Oct-20. Zoning approved.
2574574 Ontario Inc	London Rd. N, Mount Forest	<b>Jack's Way</b> Plan of Subdivision	11	6	10	33	Notice of Decision Draft Plan Sub. Rec'd 19-Sept-19. 1 <sup>st</sup> Sub for SPA sent 02-Oct-20
2574574 Ontario Inc	391 Main St. N., Mount Forest	33 Unit Apartment Building				33	4th Submission Rec'd for Site Plan 8-Oct-2020
2574574 Ontario Inc. (Brad Wilson)	South side of Wellington St., Mount Forest	Wellington Street Townhouses (South Side)	5		8		Severance Application B79/20, B80/20, B81/20
350 Cork Inc.	350 Cork St., Mount Forest	Cluster Townhouse			6		Site Plan App. Rec'd 11-Jun-2020
Avila Investments Ltd.	Bentley St & Hwy 6, Mount Forest	<b>AVILA (Murphy)</b> Plan of Subdivision	231	60	120		Submission for Subdivision Agreement Rec'd 13-Mar-20
Circuit Holdings	331 Arthur St., Mount Forest	Two – 5 Unit Street Townhouse Development			10		3rd Submission Rec'd for Site Plan 25-Nov-20
Cordon Canada Ltd.	250 Main St. S., Mount Forest	Commercial with 4 Apartments				4	Incomplete Site Plan Application Rec'd 07-May-2020
Iliia Routkevitch	187 King St. E., Mount Forest	<b>King's Court Apartments –</b> Two - 5 Unit Apartment Buildings Plus One –Tri-Plex Proposed Amendment				13	Site Plan Application Registered 20-Nov-20
John Welton Custom Homebuilding	NW Corner of Cork & Martin St., Mount Forest	<b>Sunvale Homes Inc.</b>	58	30	51		Draft Plan of Subdivision & ZBA 11/20 rec'd 21-Oct-20.

<b>TOTAL APPROVED RESIDENTIAL DEVELOPMENTS – MOUNT FOREST</b>	<b>306</b>	<b>96</b>	<b>215</b>	<b>83</b>	<b>700</b>
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**2020 Infill Lots Built as of December 1st, 2020**

CIVIC ADDRESS	PERMIT NUMBER	ISSUED DATE	WORK PROPOSED	NUMBER OF UNITS
310 John St	2020-0037	01-Apr-20	Single Detached	1
239-249 Main St N	2020-0068	20-May-20	Residential Addition (Creation of 6 <sup>th</sup> Unit)	1 Apt
776 Waterloo St	2020-0102	26-Jun-20	Single Detached	1

<b>TOTAL RESIDENTIAL INFILL – MOUNT FOREST</b>	<b>3</b>
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**Approved Residential Developments – Built as of December 1, 2020**

DEVELOPER	LOCATION	DEVELOPMENT DETAILS	Detached	Semi-Det.	Town-house	Apart. Units	Development Stage
Allan Sharpe	310 Sligo Rd W, Mount Forest	<b>Sligo Road Townhouses</b> Five - 4 Unit Cluster Townhouses			8		Building Permits Issued for 2 of 5 blocks, 16-Sept-20
Betty Dee Limited	Martin Street, Mount Forest	3 Single Detached Dwellings (Lots created by severance)	1				1 Lot Undeveloped
Reeves Construction Ltd.	Ronnie's Way, Dougs Cres., Mount Forest	<b>Lucas Subdivision</b> Plan of Subdivision	4	2			18 Lots Undeveloped
South Saugeen Developments	Cork St. Mount Forest	Six Semi-Detached Dwellings		2			3 Lots Undeveloped

<b>TOTAL APPROVED RESIDENTIAL DEVELOPMENTS – MOUNT FOREST</b>	<b>5</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>17</b>
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**Total Residential Developments (New & Tentative) and Single Lot Infill**

	Detached	Semi-Det.	Town-house	Apart. Units	TOTAL UNITS
<b>TOTAL RESIDENTIAL – MOUNT FOREST</b>	<b>340</b>	<b>162</b>	<b>280</b>	<b>84</b>	<b>866</b>

**Available Sewage Units Available**

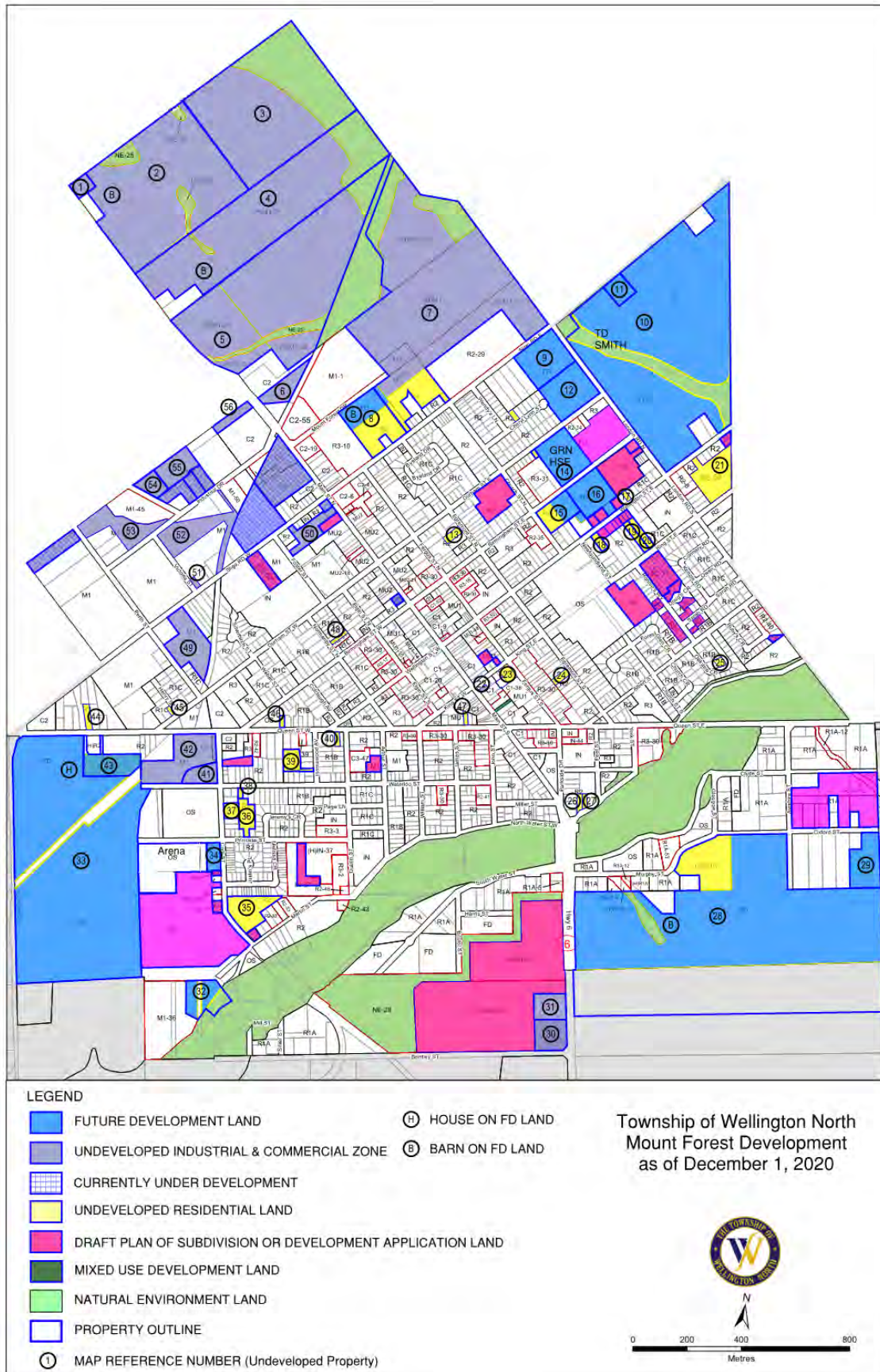
Development Comparisons	MOUNT FOREST
<b>January 1, 2020 Balance</b>	<b>591</b>
<b>TOTAL SEWAGE UNITS</b>	<b>591</b>
Less Approved Residential Development - Not Built as of December 1, 2020 (less Maple Hill Estates R1A)	139
Tentative Residential Developments as of December 1, 2020	700
Less 2020 Infill Lots (w/ Sewer Connection) Built as of December 1, 2020	3
Less Approved Residential Developments – Built as of December 1, 2020	17
<b>Available Sewage Units</b>	<b>(268)</b>

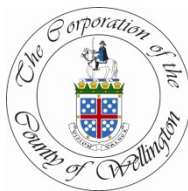
## Undeveloped Property (approx. acreage) (Reference Appendix B)

MAP REF.	ROLL	ADDRESS	ZONE (RES)	ACRE (RES)	ZONE (FD)	ACRE (FD)	ZONE (IND) & (COM)	ACRE (IND)	TOTAL ACRES UN-DEVELOPED	TOTAL ACRES
1	001-18100	311145 Highway 6			FD	1.1			1.1	1.1
2	001-19000	391009 Grey Rd 109					M1	46.66	46.66	50.2
3	001-20000	391055 Grey Rd 109					M1	31.67	31.67	49.75
4	001-17200	311099 Highway 6					M1	42.86	42.86	47.1
5	001-16000	311075 Highway 6					M1	55.63	55.63	86.97
6	001-14000	620 Main St. N.					C2	2.15	2.15	2.15
7	001-13900	Sligo Road E. (MPAC shows different property line)	R3 & R2	4.88	FD	0.16	M1	63.5	68.54	52.5
8	001-06200	Sligo Road E.	R2	4.54	FD	3.07			7.61	7.61
9	001-07500	Sligo Road E.			FD	6.29			6.29	6.29
10	001-06005	530 - 540 Sligp Road E.			FD	80.16			80.16	88.94
11	001-05900	550 Sligo Road E.			FD	0.48			0.48	0.48
12	001-03100	Durham St. E.			FD	6.25			6.25	6.25
13	001-07600	265 Egremont St. S.	R2	0.50					0.50	0.50
14	001-02700	460 Durham St. E. (Mount Forest Green Houses)			FD	5.82			5.82	5.82
15	002-02400	Church St.	R2	1.46	FD	1.84			3.30	3.30
16	002-02310	447 - 469 Wellington St. E.	R2	0.02	FD	5.66			5.68	5.68
17	002-02312	Wellington St. E.	R1C	0.17					0.17	0.17
18	002-01805	Wellington St. E.	R2	0.50					0.50	0.50
19	002-00125	425 King St. E.	R2	0.77					0.77	0.77
20	002-00123	427 King St. E.	R2	0.77					0.77	0.77
21	003-20300	Wellington St. E.	R2-58	4.98					4.98	4.98
22	003-13000	210 Main St. S.					C1	0.13	0.13	0.13
23	003-06500	190 King St. E.	R3-7/MU	0.86					0.86	0.86
24	003-09700	243 Egremont St. S.	R2	0.44					0.44	0.44
25	003-07526	Oakview Cres.	R1C	0.24					0.24	0.24
26	003-18050	Water St. E.	R2	0.31					0.31	0.31
27	003-18060	Water St. E.	R2	0.23					0.23	0.23
28	003-00100	180 Murphy St.	R1A	6.67	FD	85.13			91.8	139.98
29	003-00810	Oxford St.			FD	4.32			4.32	4.32
30	006-07600	Commercial Lot Created w/ Avila Development					C2	4.50	4.50	4.50
31	006-07600	Commercial Lot Created w/ Avila Development					C2	3.62	3.62	3.62
32	004-00100	Martin St.			FD	2.83			2.83	3.84
33	004-03900	660 Queen St. W			FD	74.71			74.71	74.71
34	004-00150	Princess St.			FD	1.01			1.01	1.01
35	006-06520	Martin St.	R2	4.00					4.00	4.00
36	006-03301	Princess St.	R2	1.61					1.61	1.61
37	006-11170	Cork St.	R2	0.89					0.89	0.89
38	006-03305	Waterloo St.	R2	0.14					0.14	0.14
39	005-18850	355 Homewood Ave.	R1B	1.51					1.51	1.51
40	005-03800	Queen St. W.	R1B	0.25					0.25	0.25
41	004-04503	Cork St.					M1	1.93	1.93	1.93
42	004-04501	590 Queen St. W.					C2 & M1	8.78	8.78	8.78
43	004-04000	650 Queen St. W.			FD	0.84			0.84	0.84
44	004-03420	657 Queen St. W.	R2	0.51					0.51	0.51
45	004-09790	Durham St. W.	R1C	0.13					0.13	0.13
46	004-02610	485 Queen St. W.	R1B	0.18					0.18	0.18
47	005-05800	141 Queen St. W.	MU1	0.20					0.20	0.20
48	004-20104	Normanby St. N.	R2-51	0.25					0.25	0.25
49	004-23202	Perth St.					M1	5.36	5.36	5.36
50	004-19000	Foster St.					M1	2.47	2.47	2.47
51	004-11905	Sligo Rd. W.					M1	0.19	0.19	0.19
52	004-11950	Industrial Dr.					M1	6.78	6.78	6.78
53	004-16260	Industrial Dr.					M1	4.19	4.19	4.19
54	004-16200	245 Industrial Dr.					M1	2.75	2.75	2.75
55	004-16216	Industrial Dr.					M1	3.18	3.18	3.18
56	004-16210	535 Main St. N.					C2	1.20	1.20	1.20
		<b>TOTAL UNDEVELOPED ACRES</b>	<b>RES</b>	<b>37.01</b>	<b>FD</b>	<b>379.67</b>	<b>IND/COM</b>	<b>287.55</b>	<b>604.23</b>	<b>703.36</b>

## APPENDIX B

### Mount Forest Future Development, Undeveloped Industrial & Residential Lands Reference Map as of December 1<sup>st</sup>, 2020





## **PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH**

Prepared by the County of Wellington Planning and Development Department

**DATE:** December 7, 2020  
**TO:** Michael Givens, C.A.O.  
 Township of Wellington North  
**FROM:** Matthieu Daoust, Planner  
 County of Wellington  
**SUBJECT:** **Eastridge Landing - Draft Plan of Subdivision**  
**23T-13001 - Extension**

The above noted subdivision received draft plan approval on February 25<sup>th</sup>, 2016. This approval will lapse on February 26<sup>th</sup>, 2021. The owners are ready to proceed with the development of the lands however the lack of sewage capacity has stalled any development at this point in time. As such they are requesting a 5-year extension to February 26, 2026. Given the extenuating circumstances, the County has no concerns with this application for an extension. The County requires a resolution from the Township of Wellington North Council, indicating that the Township is in support of the extension.

Respectfully submitted  
 County of Wellington Planning and Development Department

A handwritten signature in black ink that reads "Matthieu Daoust". The signature is written in a cursive style with a large, stylized 'M' and 'D'.

---

Matthieu Daoust, RPP MCIP  
 Planner



## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020

**From:** Tammy Pringle, Development Clerk

**Subject:** **DC 2020-043, 1260119 ONTARIO LIMITED  
PROPOSED SITE PLAN AGREEMENT AMENDMENT, 101-176 BERKSHIRE  
DR. PVT, 103-155 SAMUEL DR. PVT, ARTHUR & WELLINGTON COMMON  
ELEMENTS CONDOMINIUM CORPORATION NO 203 ARTHUR**

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report DC 2020-043 regarding proposed revisions to the 1260119 Ontario Limited Site Plan Agreement dated September 16<sup>th</sup>, 2013;

**AND FURTHER THAT** Landscape Plan Drawing L1 prepared by MHBC Planning, Urban Design & Landscape Architecture, dated May 18, 2010 noted in 1(xii) of the Site Plan Agreement between the Corporation of the Township of Wellington North and 1260119 Ontario Limited, dated September 16, 2013 be replaced with Landscape Plan Drawing L1 prepared by MHBC Planning, Urban Design & Landscape Architecture, Revision No.: 7, dated June 24, 2020;

**AND FURTHER THAT** Landscape Details Drawing L2 prepared by MHBC Planning, Urban Design & Landscape Architecture, dated May 18, 2010 noted in 1(xiii) of the Site Plan Agreement between the Corporation of the Township of Wellington North and 1260119 Ontario Limited, dated September 16, 2013 be replaced with Landscape Details Drawing L2 prepared by MHBC Planning, Urban Design & Landscape Architecture, Revision No.: 7, dated June 24, 2020.

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

- By-Law 57-10, being a by-law to authorize an easement for the Preston Street, Arthur Residential Development at Park Lots 7 and 8, South Side of Smith Street dated August 9<sup>th</sup>, 2010.
- By-Law 52-11, being a by-law to authorize the execution of a site plan agreement. (Part of Park Lot 7 and Part of Park Lot 8, south side of Smith Street (former Village of Arthur) – 1260119 Ontario Limited) dated July 25<sup>th</sup>, 2011.
- By-Law 99-13, being a by-law to amend zoning by-law number 66-01 being the zoning by-law for the Township of Wellington North (Part of Park Lots 7 and 8, south side of Smith Street – 1260119 Ontario Limited dated November 18<sup>th</sup>, 2013
- By-Law 26-14, being a by-law to exempt lands from part lot control. (Part of Park Lots 7 and Part of Park Lot 8 on the south side of Smith Street, Crown Survey for Arthur Village, Parts 1 to 165 inclusive, Plan 61R-20307, - Preston Park) dated April 28<sup>th</sup>, 2014.



## BACKGROUND

### **Subject Lands**

The property is within the Village of Arthur. The subject lands are in the North West quadrant of the village west of Smith Street and South of Preston Street South. The land holding was legally known as PART OF PARK LOT 7 AND PART OF PARK LOT 8 ON THE SOUTH SIDE OF SMITH STREET ACCORDING TO THE CROWN SURVEY OF ARTHUR VILLAGE, IN THE TOWNSHIP OF WELLINGTON NORTH, ON THE COUNTY OF WELLINGTON AS DESCRIBED IN REGISTERED INSTRUMENT NUMBER RO745504 AND BEING SHOWN AS PART 1 ON A PLAN OF SURVEY DEPOSITED AS PLAN 61R11434 ON THE 27<sup>TH</sup> DATE OF JULY, 2010 [HAVING PROPERTY IDENTIFIER NUMBER 71094-0098(LT)]. This property has now been developed and is comprised of 45 street townhouses on Berkshire Drive PVT & Samuel Drive PVT, private streets, greenspace and stormwater management.

### **The Proposal**

The Owner has requested approval of revisions to the landscape plan on the Site Plan Agreement with the Township, dated September 16<sup>th</sup>, 2013. This project will include reducing some tree and shrub plantings to reduce water-use throughout the site as well as to provide more green open space and open views toward the south portion of the property. A large mulched bed under the existing and proposed trees along the south property line to be added to improve the whole aesthetic and reduce weeds and maintenance issues. A sidewalk along the north side of the internal road to be removed to provide more green/lawn and driveway space available for residents. Some planning beds at the north parking area to be removed due to lack of space and be replaced with sod.

### **Existing Policy Framework**

The subject lands are designated R3 High Density Residential Zone in the Township of Wellington North Zoning By-Law 66-01 and Residential in the County of Wellington Official Plan.

## COMMENTS AND ANALYSIS

The applicant has satisfied staff that this proposed revision to the site plan agreement will be constructed in a manner that is consistent with municipal standards and best practices.

The Township Engineer is of the opinion that retaining the sidewalk along the north side of Berkshire Drive PVT makes sense.

The Township Planner has no concerns with the reduction in the landscaping provided on the site. It is the Planner's opinion that the removal of the trees is significant. The required buffering as per the zoning by-law is still maintained.

The Developer's Representative highlights that installation of the sidewalk will reduce the number of vehicles that are able to park in the driveways and will compound the existing issue of congested on-street parking.

## COMMUNICATION PLAN

The revision will be attached to the site plan agreement in the Township's permanent records and will be communicated with the Developer's Representative.

<b>FINANCIAL CONSIDERATIONS</b>
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This proposal has no financial impact on the municipality as the Owner has provided securities and deposits to ensure all of the Works will be completed.

<b>ATTACHMENTS</b>
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- A. Location Map
- B. Request from Developers Representative: Omer Kiani, General Manager/Kettlebeck Group
- C. Letter Dated August 6, 2020 from MHBC Planning Urban Design & Landscape Architecture
- D. Landscape Plan Drawing L1 prepared by MHBC Planning, Urban Design & Landscape Architecture, Revision No.: 7, dated June 24, 2020
- E. Landscape Details Drawing L2 prepared by MHBC Planning, Urban Design & Landscape Architecture, Revision No.: 7, dated June 24, 2020

<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

**Prepared By:**

Tammy Pringle, Development Clerk

*Tammy Pringle*

**Recommended By:**

Michael Givens, Chief Administrative Officer

*Michael Givens*

SCHEDULE A – Location Map









# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council, Meeting of December 14th, 2020  
**From:** Darren Jones, Chief Building Official  
**Subject:** CBO 2020-14 Building Permit Review Period Ending November 30th, 2020

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report CBO 2020-15 being the Building Permit Review for the period ending November 30th, 2020.

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

1. CBO 2020-14 Building Permit Review Period Ending October 31st, 2020
2. CBO 2020-01 Building Permit Review Period Ending November 30th, 2019

### BACKGROUND

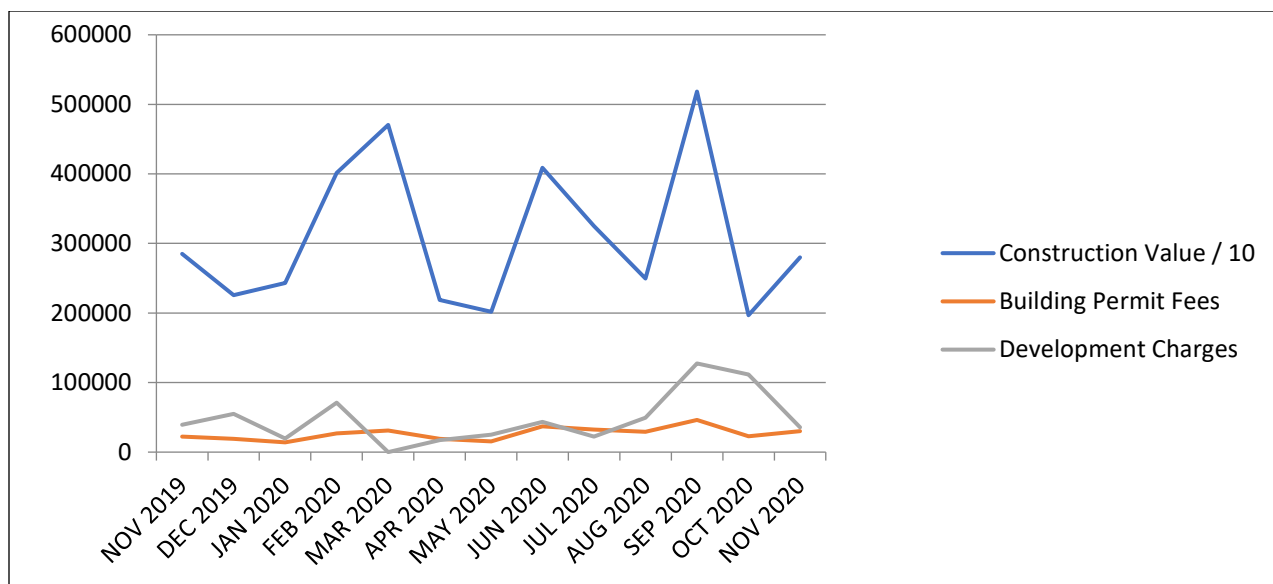
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
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Single Family Dwelling	0	0.00	0.00	0.00
Multi Family Dwelling	2	2,250,000.00	22,000.00	7,934.39
Additions / Renovations	2	8,500.00	520.00	0.00
Garages / Sheds	2	30,000.00	679.76	0.00
Pool Enclosures / Decks	1	6,100.00	167.62	0.00

Commercial	2	210,000.00	4,144.40	0.00
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00
Institutional	0	0.00	0.00	0.00
Agricultural	3	295,000.00	2,397.42	0.00
Sewage System	0	0.00	0.00	0.00
Demolition	1	1,000.00	130.00	0.00

Total November 2020	13	2,800,600.00	30,039.20	35,496.39
Total Year to Date	219	35,283,900.00	298,314.92	522,823.55

12 Month Average	19	3,116,575.00	26,961.85	48,138.17
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10 Year Monthly Average	14	1,791,684.60	19,811.99	53,365.84
10 Year, Year to Date Average	227	28,380,036.30	263,403.25	517,370.24

### 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

<b>To:</b>	Mayor and Members of Council Meeting of December 14 <sup>th</sup> , 2020
<b>From:</b>	Dale Small Economic Development Officer
<b>Subject:</b>	EDO 2020-030 Mount Forest & Arthur Business Improvement Associations

### RECOMMENDATION

**THAT** Council of the Corporation of Township of Wellington North receive Report EDO 2020-030 being a report on the Mount Forest and Arthur Business Improvement Associations,

**AND FURTHER THAT** Council approve the 2021 workplan for the Mount Forest BIA as presented and approved at the November 17, 2020 BIA Annual General Meeting,

**AND FURTHER THAT** Council approve the 2021 Budget and tax levy for the Mount Forest BIA as recommended and approved at the November 17, 2020 Annual General Meeting,

**AND FURTHER THAT** Council approve the 2021 workplan for the Arthur BIA as presented and approved at the November 18, 2020 BIA Annual General Meeting,

**AND FURTHER THAT** Council approve the 2021 Budget and tax for the Arthur BIA as recommended and approved at the November 18, 2020 Annual General Meeting,

**AND FURTHER THAT** Council approve the appointment of Jessica McFarlane to the Board of Directors of the Mount Forest BIA as recommended by the Board of Directors at the November 18, 2020 Mount Forest BIA AGM,

**AND FURTHER THAT** Council authorize the Mayor and CAO to sign an MOU with the Arthur BIA to provide a \$102,000 loan to support Streetscaping Enhancements to take place as part of the Connecting Link Project. The loan will be subject to an interest rate of 2.45% and will be repaid in ten equal instalments commencing February 1<sup>st</sup>, 2022 and ending February 1<sup>st</sup>, 2031.

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

There have been a number of reports to council in regard to the Mount Forest & Arthur BIA's however the most pertinent one to this report was EDO 2020-012 dated June 22<sup>nd</sup>, 2020. This report was in response to the Notice of Motion raised by Councillor Hern which resulted in the following council resolution: Resolution 2020-171 dated June 1<sup>st</sup>, 2020 THAT the Council of the Corporation of the Township of Wellington North direct staff to work with the engineer

appointed for the Arthur Connecting Link project to consult with the Arthur Chamber of Commerce and the Arthur Business Improvement Area Committee to discuss streetscape and landscape enhancements that can be undertaken at the time of the construction work on George Street and report back to the Chamber, BIA and then to Council.

## BACKGROUND

**Mount Forest BIA:** The Mount Forest BIA had a good year in 2020 which saw a number of new board members complete their first year on the Board. The Downtown Mount Forest Group also aligned itself under the direction of the BIA and this has provided for a stable governance and funding process for this group.

Current Directors include:

- Chair; Andrew Coburn      Treasurer; Murray Townsend      Secretary; Kayla Morton
- Directors;      Dwight Benson, Peter Mohr & Bill Nelson
- Council Representative;      Sherry Burke

During the year two Board Members, Callee Rice and Jeanean Mousseau, resigned for personal reasons. At the Annual General Meeting, a motion was made to appoint Jessica McFarlane to the Board. We recommend that council approve this recommendation.

In council's agenda package is a copy of the minutes from the MF BIA Annual General Meeting of November 18., 2020. The minutes contain a copy of the 2021 workplan and provides details on the various programs the BIA plan for next year.

Included in the BIA plan is funding to support a variety of streetscape enhancements as well as partnering with the Township to install wifi in downtown Mount Forest. The motion to keep the BIA tax levy at \$361.45, which is the same as in previous years, was also approved at the AGM.

**Arthur BIA:** On January 29<sup>th</sup>, 2020 forty+ people attended the Business Improvement Association information session in Arthur. At that time there was a great discussion around the value of establishing a BIA and council should be congratulated for supporting this and in helping to make it happen.

The Arthur BIA has had a great first year and successfully partnered on the Sidewalk Saturday events as well as the new Christmas Lights that were recently installed in our downtown.

Current Directors include:

- Chair; Keith Harris      Treasurer; Tom Gorecki      Secretary; Gord Blyth
- Directors;      Angela Alaimo,      Paula Coffey,      Jim Coffey,
- Sheila Faulkner,      Mitch Keirstead
- Council Representative:      Lisa Hern

Since Councillor Hern's Notice of Motion this past June staff have worked hard with the BIA and Township Engineer to come to a consensus on the Streetscape Enhancements that the BIA would like to see take place as part of the Connecting Link project in 2021. The reconstruction of George Street provides us with a "once-in-a-lifetime" opportunity to make some significant improvements to our Main Street and the Arthur BIA is excited to partner with the Township in helping to make these enhancements happen.

In council's agenda package is a copy of the minutes from the Arthur BIA Annual General Meeting of November 17, 2020. At the AGM, Chair Keith Harris reviewed a power-point presentation with all attendees and discussed each one of the seven proposed enhancements in detail. At the conclusion of the presentation three motions were passed unanimously:

- That the workplan be approved as presented
- That the Arthur BIA ask the Township to share in the cost of the Connecting Link Streetscaping enhancements as a 50/50 partnership and in order to initially cover the BIA share to ask the Township for a \$102,000 interest free loan to be paid back over 10 years.
- That the Arthur BIA Tax levy for 2021 be set at \$350/property.

The following is a high-level overview of the seven enhancements. Moving forward these enhancements will be incorporated into the project tender that will be issued early in 2021.

\$47,500	<b>Pedestrian "Chocker"</b> (One location)	These features are curb extensions that narrow the street by widening the sidewalks/installing other elements that lead to a reduction in the width of a roadway and reduce speed. (Sample picture in attachments)
\$38,000	<b>Streetscape enhancements</b>	A variety of streetscape and beautification enhancements including Bike Racks, Benches, signage, greenery, flowerpots, garbage cans, etc. (Sample picture attached)
\$37,500	<b>Accessibility improvements</b>	Accessibility improvements call for upgrading 15 intersections to sidewalk accessibility standards. (Sample picture attached)
\$30,000	<b>Fire Hall Signage</b>	Partnership initiative with Wellington North Fire Services to replace 20+ year-old sign with new electronic sign
\$28,000	<b>Community Art Location</b>	Pave and close off alleyway for Community Art Location. (Sample picture in attachments)
\$14,000	<b>Decorative Lampposts</b>	Decorative solar lampposts around the chocker. Also looking into the possibility of being able to install decorative trees during Christmas celebrations.
\$ 9,000	<b>Outdoor Gym</b>	Location identified for the Outdoor gym and equipment partially funded from the RED grant.
<b>\$204,000</b>	<b>Total</b>	

Should council wish to receive any additional detail including the Engineer's report please let me know and I would be happy to provide copies. Sample pictures of some of the proposed enhancements are also included as attachments to this report.

## FINANCIAL CONSIDERATIONS

Entering into a loan agreement as well as a cost sharing arrangement with the Arthur BIA would be very consistent with council's approach in 2008 with the Mount Forest BIA. At that time, as part of "The Big Dig", council also partnered with the BIA and covered some of the costs associated with the streetscape enhancements. The Mount Forest BIA were also granted a \$150,000 loan @ 4.5% from the Township to be repaid over eight years.

In the Wellington North 2021 Capital Budget \$225,000 has been allocated to support these streetscaping enhancements. Included in this amount is an approximate 10% contingency.

## ATTACHMENTS

Attachment A:	Memorandum of Understanding
Attachment B:	Example of Pedestrian Chocker
	" " of Accessibility Enhancements
	" " of Community Art Location
	" " of Outdoor Gym Location

## STRATEGIC PLAN 2019 – 2022

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

XX Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

XX Partnerships

☐ Municipal Infrastructure

XX Alignment and Integration

<b>Prepared By:</b>	Dale Small, Economic Development Officer	<i>Dale Small</i>
<b>Recommended By:</b>	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

## ATTACHMENT A



**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**Arthur Business Improvement Association and the Township of Wellington North**

**THIS AGREEMENT**, made and entered into this 14<sup>th</sup> day of December 2020 by and between the **Township of Wellington North** (hereinafter referred to as WN), party of the first part and the **Arthur Business Improvement Association**, (hereinafter referred to as the "Arthur BIA") party of the second part shall expire on Feb 1<sup>st</sup>, 2031.

**WHEREAS** WN is a contributor to the Arthur BIA; and

**WHEREAS** WN has a fiduciary responsibility to its citizens to ensure prudent expenditure of funds; and

**WHEREAS** WN desires to enter into a M.O.U. with Arthur BIA to assist in business assistance and to support the Arthur BIA in delivering on their goal to be a sustainable & relevant organization that delivers excellent value for its members"; and

**WHEREAS** the Arthur BIA and WN have agreed to partner on the Arthur Connecting Link Streetscaping enhancements and work together for the betterment of the community,

**NOW THEREFORE**, it is hereby agreed that the Township of Wellington North will provide the Arthur BIA with a \$102,000 loan, subject to the following terms:

- Interest will be charged at a rate of 2.45% percent
- The loan will be repaid from future BIA tax levies in equal annual installments starting Feb. 1<sup>st</sup>, 2022 and ending on Feb 1<sup>st</sup>, 2031.
- Additional payments can be made at anytime without penalty or interest

WN may allocate additional funds towards specified programs offered by the Arthur BIA and these requests should be directed to either the council representative or the Economic Development Officer. Any additional funds that are allocated will be subject to a new MOU with its own terms and conditions.

<hr style="border: none; border-top: 1px solid black;"/> <b>Chair; Arthur BIA</b>	<u>Keith Harris</u> <b>Name</b>	<hr style="border: none; border-top: 1px solid black;"/> <b>Date</b>
<hr style="border: none; border-top: 1px solid black;"/> <b>Treasurer; Arthur BIA</b>	<u>Tom Gorecki</u> <b>Name</b>	<hr style="border: none; border-top: 1px solid black;"/> <b>Date</b>
<hr style="border: none; border-top: 1px solid black;"/> <b>Chief Administrative Officer, WN</b>	<u>Mike Givens</u> <b>Name</b>	<hr style="border: none; border-top: 1px solid black;"/> <b>Date</b>
<hr style="border: none; border-top: 1px solid black;"/> <b>Mayor, WN</b>	<u>Andy Lennox</u> <b>Name</b>	<hr style="border: none; border-top: 1px solid black;"/> <b>Date</b>



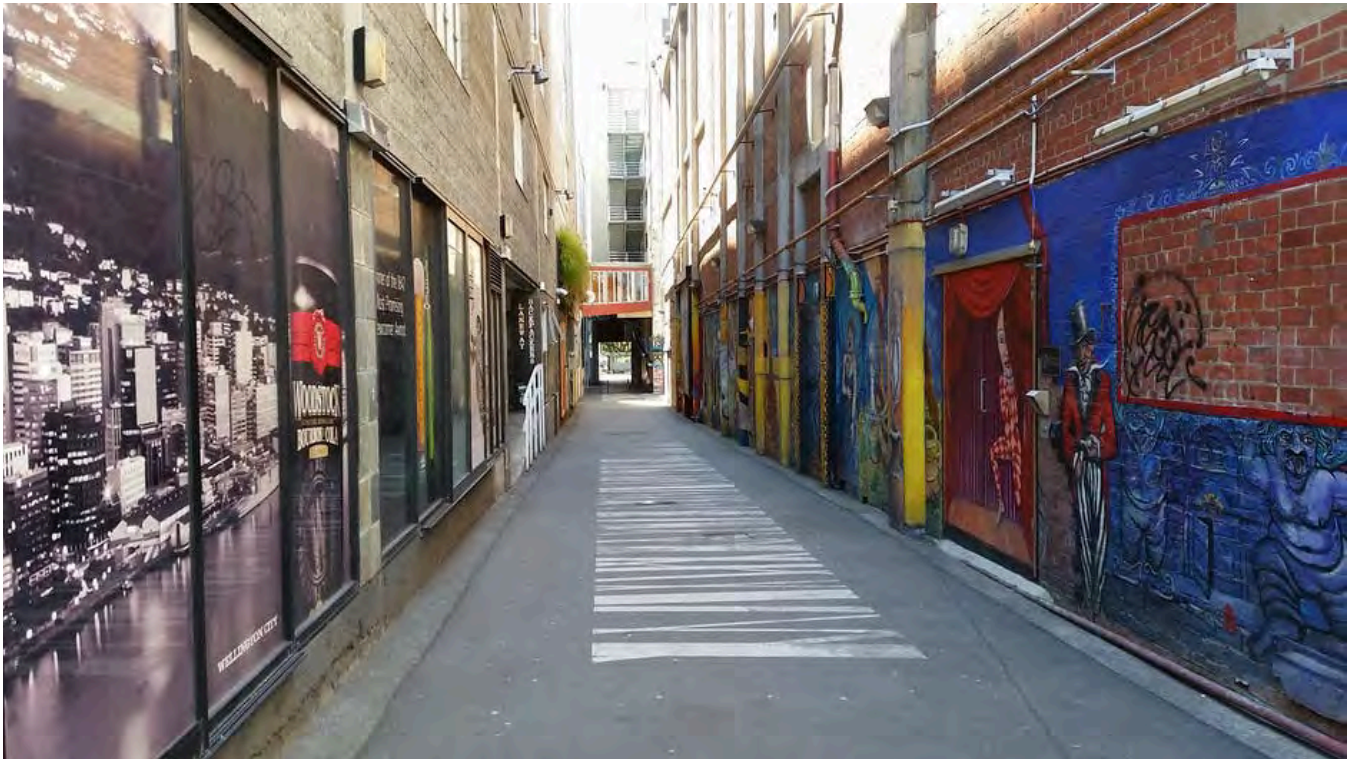
### EXAMPLE OF PEDESTRIAN CHOCKER



### EXAMPLE OF ACCESSIBILITY ENHANCEMENTS





**EXAMPLE OF COMMUNITY ART LOCATION****EXAMPLE OF OUTDOOR GYM**



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of December 14th, 2020

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

**Subject:** EDO 2020-031 Community Improvement Program

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive the Economic Development Officer Community Improvement Program report EDO 2020-031;

**AND FURTHER THAT** Council approve a \$2,500 Building Improvement Grant to Wellington Produce Packaging located at 410 Sligo Road in Mount Forest;

**AND FURTHER THAT** Council approve a \$525 Façade Improvement Grant to Arthur Chiropractic located at 124 George Street in Arthur.

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

N/A

### BACKGROUND

The Wellington North Community Improvement Plan (CIP) enables the Municipality to provide grants to individuals, businesses and organizations who are making improvements to their buildings all in an effort to support revitalization and redevelopment activities in our community.

Since 2012, 121 applications have been received for funding. The dollar value of improvements made in our Community as a result of these applications is conservatively estimated at \$2.1 million. Of this amount 83% has been covered by the applicants with the remaining 17% covered by grants or loans under the Community Improvement or Downtown Revitalization Programs. An overview of the by year totals follow:

YEAR	Number of Applications	CIP/Downtown Revitalization Grants	Applicant Contributions	Total \$ value of Improvements
2012	(4 applicants)	\$9,715	\$ 39,722	\$ 49,437
2013	(4 applicants)	\$11,400	\$ 18,910	\$ 30,310
2014	(9 applicants)	\$26,195	\$ 62,098	\$ 88,293
2015	(7 applicants)	\$26,050	\$ 57,960	\$ 84,010
2016	(9 applicants)	\$20,299	\$ 61,538	\$ 81,837
2017	(12 applicants)	\$52,757	\$197,305	\$250,062
2018	(11 applicants)	\$43,879	\$191,645	\$237,891
2019	(29 applicants)	\$88,137	\$534,597	\$622,734

2020	(36 applicants)	\$79,132	\$604,769	\$683,901
	<b>121 applicants</b>	<b>\$359,891 (17%)</b>	<b>\$1,768,544 (83%)</b>	<b>\$2,128,435</b>

There has been a significant increase in applications over the past two years and we expect this trend to continue. As part of our 2021 Economic Development workplan we also intend to complete a review/update of our Community Improvement Program.

The last update was completed in 2018 when we integrated the Wellington County CIP into our program and also added an accessibility grant program. In 2021 we intend to eliminate some of the less popular grant programs and will look into formalizing the Blade Signage Grant which was popular during our Downtown Revitalization initiatives in 2019 & 2020. Consideration will also be given to establishing a grant to support climate change/energy efficiency enhancements and also to consider additional business supports that may be beneficial coming out of COVID 19.

This report contains two new applications for approval and a brief overview of both applications follow:

1. The first application was received from Adam Hincks on behalf of **Wellington Produce Packaging (WPP)** at 410 Sligo Road Mount Forest. Formerly known as Wellington Wood Products this family owned and operated business is one of the longest running businesses in our municipality and has been manufacturing produce packaging since 1934.

The applicant is eligible for funding as per our Community Improvement Guidelines and the request is being recommended for approval. Grant funding only gets advanced to the applicant once the proposed improvements are completed and a copy of the final invoice provided to the EDO.

WPP have reinvented themselves many times to adapt to the changing market that they are in and this application is to assist them in upgrading their warehouse area to have more covered shipping docks. New food safety requirements do not allow them to store product on outside docks, so they need to upgrade their facility to meet the new standards. They will be adding 6 docks to the West side of the building, one entrance bay door and one-man door. Three of the docks will be cut out of the building, where they were already framed in when the building was built. The other three docks will be framed in on the current outside dock. They are also adding one bay door to access the building and a man-door to walk in as well.

Total cost of the improvements is estimated at \$30,000 and the applicant is eligible for a \$2,500 Building Improvement Grant. Framing and installation will all be completed by local suppliers.

2. The second application was received from Dr. Sean Lisk, owner of **Arthur Chiropractic** which recently relocated to 124B George Street in Arthur.

The applicant is eligible for funding under our Community Improvement Program to assist with new Blade Signage as well as new window lettering that has been installed to help promote his business.

Pictures follow on the next page:





### FINANCIAL CONSIDERATIONS

In 2020 council budgeted/allocated **\$75,000** in funding to support applications to the Community Improvement Program.

Year to date we have received 36 applications to the Community Improvement Program and council has approved **\$79,132** in funding.

Of this amount \$10,000 has been approved for projects that will not be completed this year and therefore funds will not be advanced until project completion in 2021. These funds will be covered out of our 2021 budget allocation.

### 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 December 14th, 2020

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

**Subject:** EDO 2020-032 Grant Applications

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive the Economic Development Officer report EDO 2020-032 being an update on a number of grant applications

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

N/A

### BACKGROUND

The Township of Wellington North has partnered on a number of recent grant applications and this update is to provide some of the results/good news story's that have come out of this:

1. In May we received word that our **(RED) Rural Economic Development Grant**, had been approved. Supported by the Arthur Chamber and BIA, RED funding will cover 33% of the costs for two projects. One project was the acquisition of the 24 Silhouette Christmas Snowflake decorations that were recently installed in Downtown Arthur. These snowflakes help brighten our downtown and have been hugely popular with the community.



The second project out of the RED grant will see the installation of an outdoor gym at the corner of Georgina, Isabella and Charles. This will consist of five pieces of outdoor gym equipment and will be installed in the spring of 2021 as part of the Connecting Link Streetscaping enhancements.

Example of an outdoor gym follows:



2. In June the Township partnered with the Mount Forest Family Health Team and applied to the **Emergency Community Support Fund (ECSF)**, funded by the Government of Canada and administered locally by Centre Wellington Community Foundation. The ECSF is a \$350 million fund with a goal to provide support to charities and non-profit organizations serving vulnerable Canadians.

The application was to support the purchase of the necessary technology and support services so the Family Health Team could provide virtual support and access to health services to Old Order Mennonite, Old Order Amish, and Dave Martin Group Mennonites due to the COVID-19 pandemic. The application was approved in July by the CWCF and the MFFHT received \$10,880 in funding to support this project.

3. In October the Township partnered with the Mount Forest Lions Club and applied for funding under **Round 2 of the Emergency Community Support Fund (ECSF)**. Under this round of funding the Centre Wellington Community Foundation had been allocated \$58,000 to support projects in Centre Wellington, Wellington North, Minto, and Mapleton.

The application was in support of the Mount Forest Community Pantry. The Community Pantry has recently moved to a larger facility to better serve its growing clientele in the community. The larger facility has increased costs of insurance, food items, hydro and

equipment however it also allows clientele to pick up their approved grocery order. Previously, volunteers made the food delivery and arrangements had to be made for timing of delivery.

The request was for \$15,000 in funding to assist with a variety of items. In total the CWCF received requests totalling \$335,000 and the following response was just recently received from the CWCF. *“The granting committee was inspired by your “Mount Forest Community Pantry” program and the benefits it provides. Although we cannot fully fund your request, I’m pleased to let you know your grant has been approved for the amount of \$5,000.”*

4. In July the Township partnered with Minto and Mapleton and applied for 90%/\$26,695 in funding under the **OBIAA Digital Main Street Program**. Fundamental to DMS’s design are Digital Service Squads, trained specialists who meet with small businesses, at no cost, to help them improve their online presence.

The trained specialists assist with several activities, including developing a Google My Business profile, enhancing social media presence, and providing support for basic website and e-commerce set-up. They also assist small businesses through the application process for a \$2,500 Digital Transformation Grant, which includes an online assessment, online training modules and the development of a Digital Transformation Plan (DTP).

The funding has allowed us to jointly hire a trained specialist to work with our downtown small businesses for a six-month period. Ashley Noble started in September and to date in Wellington North has successfully worked with 21 local businesses on applications for a Digital Transformation Grant. Over the next few months she will continue to work with our small businesses who have definitely come to realize that in order to survive a pandemic, and to be able to stay in business and compete, you must have an online presence.

5. Through our Saugeen Connects partnership with Brockton, Hanover, Minto, West Grey, Wellington North and the Saugeen Economic Development Corporation we just recently received word that our **(RED) Rural Economic Development Grant**, had been approved.

The application was submitted in October and we had asked for 70%/\$30,000 in funding to support two programs both focused on investment attraction strategies.

- One stream is focused on supporting women, one of the hardest hit groups during the pandemic, to start or expand businesses
- The second stream will focus on succession planning and matching for business owners nearing retirement.

The official announcement has not yet taken place however we wanted to ensure council were aware of this success story! More to come in the New Year but the project has a very short window with an end of March 2021 completion.



## FINANCIAL CONSIDERATIONS

To obtain funding from the **Community Foundation** the applicant must be a registered charity and if they are not, then they must partner with a registered charity, or local Municipal Government, in order to receive funding. Generally, with these applications there is no financial impact to the Township. When/if an application is approved, we then establish an MOU with the organization and the funds from the CWCF will flow through the Township to the applicant.

With funding under the **Rural Economic Development** program each round can have different guidelines. For the Arthur Christmas Decorations and Outdoor Gym, 33% of the funding is coming from RED, 33% from the Arthur BIA and 33% from the Economic Development Office. For the Saugeen Connects project 70% of the funding is coming from RED and the remaining 30% is split evenly amongst the six partners.

The **OBIAA Digital Main Street Program** is supported by the Government of Canada and the Province of Ontario and we received 90% project funding from this program. The remaining 10% of the funding is split evenly amongst the three partners.

## 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*

12/02/20

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

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
76517	1581715 Ontario Limited	11/25/20	\$1,900.00
76518	2452238 Ontario Inc	11/25/20	\$2,500.00
76519	2461333 Ontario Inc.	11/25/20	\$2,500.00
76520	Arthur Foodland	11/25/20	\$127.76
76521	Arthurs Fuel	11/25/20	\$208.43
76522	Bell Canada	11/25/20	\$24.54
76523	Bell Mobility	11/25/20	\$1,774.70
76524	Bluewater Fire & Security	11/25/20	\$351.88
76525		11/25/20	\$21.45
76526		11/25/20	\$27,933.16
76527		11/25/20	\$1,714.00
76528	Broadline Equipment Rental Ltd	11/25/20	\$38.04
76529	Chalmers Fuels Inc	11/25/20	\$1,204.87
76530		11/25/20	\$400.00
76531	Corporate Express Canada Inc.	11/25/20	\$445.01
76532	Everything Asphalt	11/25/20	\$30,477.69
76533		11/25/20	\$2,500.00
76534		11/25/20	\$16.99
76535		11/25/20	\$33.90
76536		11/25/20	\$1,412.50
76537	Horrigan Overhead Doors 2019	11/25/20	\$236.80
76538	Hydro One Networks Inc.	11/25/20	\$812.74
76539	KLAAS SWAVING LTD.	11/25/20	\$237.30
76540		11/25/20	\$739.76
76541	Mount Forest Foodland	11/25/20	\$55.85
76542	Mt Forest & District Chamber o	11/25/20	\$2,364.86
76543	Mf Minor Ball Association	11/25/20	\$9,500.00
76544	Mount Forest Minor Hockey	11/25/20	\$47,500.00
76545	Michelin North America (Canada	11/25/20	\$7,745.29
76546		11/25/20	\$1,900.00
76547	OnePromo.ca	11/25/20	\$443.53
76548	Orkin Canada Corporation	11/25/20	\$50.85
76549	Premier Equipment Ltd.	11/25/20	\$90.46
76550	Pro Net Sports Limited	11/25/20	\$4,315.19
76551	Reliance Home Comfort	11/25/20	\$77.55
76552	Royal Bank Visa	11/25/20	\$77.74
76553	Royal Canadian Legion	11/25/20	\$40.00
76554		11/25/20	\$100.00
76555	Suncor Energy Inc.	11/25/20	\$5,920.92
76556	TD Wealth	11/25/20	\$797.44
76557	Telizon Inc.	11/25/20	\$777.78
76558	TSCR	11/25/20	\$232.78
76559	Turris Sites Development Corp.	11/25/20	\$132.18
76560	Enbridge Gas Inc.	11/25/20	\$434.84
76561	John Charles Walsh	11/25/20	\$5,280.00
76562	Waste Management	11/25/20	\$1,095.97
76563	Wellington Advertiser	11/25/20	\$1,506.30
76564	Wellington Comfort Systems Ltd	11/25/20	\$563.71
76565	Well Cty Fire Chiefs Assoc	11/25/20	\$250.00

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
76566	Wightman Telecom Ltd.	11/25/20	\$500.31
76567	Workplace Safety & Ins Board	11/25/20	\$7,417.38
76568	Young's Home Hardware Bldg Cen	11/25/20	\$343.85
EFT0001257	A J Stone Company Ltd.	11/25/20	\$456.94
EFT0001258	ALS Canada Ltd.	11/25/20	\$174.02
EFT0001259	ALS Laboratory Group	11/25/20	\$2,702.64
EFT0001260	AMI Attachments	11/25/20	\$1,186.50
EFT0001261	Arthur Chrysler Dodge Jeep Lim	11/25/20	\$926.60
EFT0001262	Arthur Home Hardware Building	11/25/20	\$258.59
EFT0001263	B M Ross and Associates	11/25/20	\$4,490.41
EFT0001264	Brandt Cambridge	11/25/20	\$271.90
EFT0001265	CARQUEST Arthur Inc.	11/25/20	\$219.97
EFT0001266	Carson Supply	11/25/20	\$770.95
EFT0001267	CMT Engineering Inc.	11/25/20	\$3,806.43
EFT0001268	County of Wellington	11/25/20	\$6,580.00
EFT0001269	Canadian Union of Public Emplo	11/25/20	\$1,612.04
EFT0001270	Eric Cox Sanitation	11/25/20	\$3,454.42
EFT0001271	Frey Communications	11/25/20	\$96.04
EFT0001272	Hartman Electronics & Comm	11/25/20	\$203.40
EFT0001273	H Bye Construction Limited	11/25/20	\$542.40
EFT0001274	Hort Manufacturing (1986) Ltd.	11/25/20	\$233.23
EFT0001275	Ideal Supply Inc.	11/25/20	\$774.70
EFT0001276	Lange Bros.(Tavistock) Ltd	11/25/20	\$7,316.75
EFT0001277	M & L Supply, Fire & Safety	11/25/20	\$659.58
EFT0001278	Maple Lane Farm Service Inc.	11/25/20	\$316.17
EFT0001279	Marcc Apparel Company	11/25/20	\$451.10
EFT0001280	Mississauga Bus Coach &Truck R	11/25/20	\$652.34
EFT0001281	Moorefield Excavating Limited	11/25/20	\$190,832.94
EFT0001282	MRC Systems Inc	11/25/20	\$644.10
EFT0001283	North Wellington Liftruck Ltd.	11/25/20	\$451.89
EFT0001284	North Wellington Co-op Service	11/25/20	\$77.64
EFT0001285	Ont Mun Employee Retirement	11/25/20	\$40,881.94
EFT0001286	PACKET WORKS	11/25/20	\$169.50
EFT0001287	Paul Dray Legal Services	11/25/20	\$211.88
EFT0001288	Print One	11/25/20	\$254.25
EFT0001289	Pryde Truck Service Ltd.	11/25/20	\$9,256.71
EFT0001290	Purolator Inc.	11/25/20	\$5.09
EFT0001291	R&R Pet Paradise	11/25/20	\$2,263.72
EFT0001292	Reeves Construction Ltd	11/25/20	\$21,321.41
EFT0001293	Resurface Corporation	11/25/20	\$1,041.45
EFT0001294	Rochester Midland Canada Corpo	11/25/20	\$3,883.43
EFT0001295	Sanigear	11/25/20	\$810.04
EFT0001296	SGS Canada Inc.	11/25/20	\$1,401.20
EFT0001297	Shred All Ltd.	11/25/20	\$67.80
EFT0001298	Teviotdale Truck Service & Rep	11/25/20	\$689.50
EFT0001299	Town of Minto	11/25/20	\$750.00
EFT0001300	Triton Engineering Services	11/25/20	\$63,182.53
EFT0001301	Township of Southgate	11/25/20	\$4,068.00
EFT0001302	Viking Cives Ltd	11/25/20	\$1,133.02
EFT0001303	Wellington North Power	11/25/20	\$67,963.30
EFT0001304	Wellington North Machine	11/25/20	\$79.10
EFT0001305	Yake Electric Ltd	11/25/20	\$123.74
76569	911 Market Ltd.	12/02/20	\$7.91
76570	Arthur and District Chamber of	12/02/20	\$165.00

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
76571	Cedar Creek Tools	12/02/20	\$55.37
76572	Chalmers Fuels Inc	12/02/20	\$520.76
76573	DFA Infrastructure Internation	12/02/20	\$16,023.40
76574	Leverne Ferguson	12/02/20	\$56,328.69
76575	Garafraxa Turf Inc.	12/02/20	\$689.30
76576	Hydro One Networks Inc.	12/02/20	\$1,990.75
76577	Kurt Penwarden Tree Services	12/02/20	\$678.00
76578	Manulife Financial	12/02/20	\$29,122.03
76579		12/02/20	\$1,900.00
76580		12/02/20	\$275.00
76581		12/02/20	\$4,000.00
76582	Perfectmind Inc	12/02/20	\$1,695.00
76583	Premier Equipment Ltd.	12/02/20	\$2,842.28
76584	Royal Bank Visa	12/02/20	\$953.99
76585	St. John Catholic Church	12/02/20	\$757.12
76586	Suncor Energy Inc.	12/02/20	\$1,542.06
76587	Enbridge Gas Inc.	12/02/20	\$2,835.07
76588		12/02/20	\$2,041.91
76589	Wightman Telecom Ltd.	12/02/20	\$135.42
76590	Young's Home Hardware Bldg Cen	12/02/20	\$483.29
EFT0001306	Agrisan SC Pharma	12/02/20	\$3,563.60
EFT0001307	Arthur Home Hardware Building	12/02/20	\$767.53
EFT0001308	B & I Complete Truck Centre	12/02/20	\$871.55
EFT0001309	Barclay Wholesale	12/02/20	\$122.89
EFT0001310	Blackline Consulting	12/02/20	\$29,950.81
EFT0001311	CARQUEST Arthur Inc.	12/02/20	\$222.79
EFT0001312	County of Wellington	12/02/20	\$2,573.50
EFT0001313	Central Square Canada Software	12/02/20	\$60.74
EFT0001314	Eric Cox Sanitation	12/02/20	\$4,170.27
EFT0001315	Frey Communications	12/02/20	\$7,708.47
EFT0001316	Ideal Supply Inc.	12/02/20	\$377.69
EFT0001317	J J McLellan & Son	12/02/20	\$110.57
EFT0001318	Kraemer LLP	12/02/20	\$608.41
EFT0001319	Maple Lane Farm Service Inc.	12/02/20	\$2,236.36
EFT0001320	Mt Forest Business Improvement	12/02/20	\$7,500.00
EFT0001321	North Wellington Co-op Service	12/02/20	\$114.22
EFT0001322	REALTAX Inc.	12/02/20	\$435.05
EFT0001323	Rural Routes Pest Control Inc.	12/02/20	\$84.75
EFT0001324	Stephen Hale	12/02/20	\$1,452.05
EFT0001325	T&T Power Group	12/02/20	\$10,398.72
EFT0001326	Teviotdale Truck Service & Rep	12/02/20	\$1,566.46
EFT0001327	Viking Cives Ltd	12/02/20	\$171.20
EFT0001328	Wellington Construction Contra	12/02/20	\$573,525.01
Total :			\$1,400,482.59



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council  
Meeting of December 14, 2020

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

**Subject:** Report TR2020-20 2021 Fees and Charges By-law updates (Various Services)

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive Report TR2020-20 being a report on 2021 fees and charges by-law updates (various services);

**AND FURTHER THAT** Council direct staff to proceed with the update to reflect the changes outlined herein for the 2021 calendar year.

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the By-law.

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

N/A

### BACKGROUND

Annually, township staff review the exiting fees and charges structure for various functions performed by the municipality, compare with neighbouring municipalities and industry standards, and make necessary adjustments for council consideration.

The fees are charges imposed for various services and serve as a revenue stream outside of property taxation or servicing. The fees imposed on an as-used basis to offset internal administrative costs.

For the 2021 calendar year Township staff are recommending the following amendments:

- Schedule 'A' – Administration – Removal of the provision for the first 5 minutes being free on Level 3 electric vehicle charging stations
- Schedule 'A' – Administration – Increase the per minute rate on Level 3 electric vehicle charging stations from \$0.20 / minute to \$0.28 / minute
- Schedule 'D' – Fire/Rescue – Increase by request inspections for Institution / Industrial / Commercial properties from \$100.00 to \$125.00

- Schedule 'D' – Fire/Rescue – Changes to the Open-Air Burning fees section
- Schedule 'D' – Fire/Rescue – Changes to the False Alarms fees section
- Schedule 'D' – Fire/Rescue – Changes to the Fire Extinguisher Training fees section
- Schedule 'D' – Fire/Rescue – Inclusion of a fee for Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents)
- Schedule 'D' – Fire/Rescue – Section added in by-law to capture 'Extraordinary Expenses'
- Schedule 'F' – Planning – Decrease the Committee of Adjustment – Minor Variance fee from \$3,000.00 to \$2,000.00

### FINANCIAL CONSIDERATIONS

The implementation / update of the fees proposed above will aid in the offset of costs associated with the provision of value-added services to the residents of the Township of Wellington North.

### ATTACHMENTS

By-law attached in this agenda package

### STRATEGIC PLAN 2019 – 2022

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

**Prepared By:** Adam McNabb, Director of Finance

*Adam McNabb*

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

*Michael Givens*



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council  
Meeting of December 14, 2020

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

**Subject:** Report TR2020-19 Property Tax and Assessment Updates

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report TR 2020-19 being a report on Provincial Property Tax and Assessment updates for information.

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

N/A

### BACKGROUND

The Province of Ontario had announced several property tax and assessment measures as part of an ongoing review of the Ontario's property tax and assessment system. While the review is ongoing, the Province had announced a few early action items as part of the 2020 Ontario Budget on November 5, 2020.

Assistant Deputy Minister, Provincial-Local Finance Division, Ministry of Finance Allan Doheny has circulated a letter to Municipalities detailing some of the early action items, and copy of same is included as an attachment to this report – some of the salient points are summarized below for quick reference:

#### Reducing Business Education Tax

Province announced that it will reduce all high BET rates to a rate of 0.88 per cent in 2021. This rate is ten basis points below the existing target rate and represents a reduction of 30 per cent for the many businesses that are currently subject to the highest BET rate.

To ensure municipalities are not negatively impacted by BET reductions, the Province will maintain BET rates at the 2020 BET rate for properties whose payments in lieu of education taxes municipalities are permitted to retain.

Draft 2021 BET rates will be available to Municipalities 'shortly'.

## **New Optional Small Business Property Subclass**

The government is proposing to provide municipalities with the flexibility to target property tax relief to small businesses in a way that best reflects their local circumstances. Beginning in 2021, municipalities would be able to provide a property tax reduction for eligible small businesses through the adoption of a new optional small business property subclass. The Province will also consider matching these municipal property tax reductions to provide further support for small businesses.

Amendments are being proposed to the *Assessment Act* that would allow municipalities to define small business eligibility in a way that best meets local needs and priorities. Further details on the optional small business subclass will be set in regulation once the legislation has passed.

## **Assessment of Business Properties in Redevelopment Areas**

Amendments are being proposed to the *Assessment Act* to support the potential creation of optional new assessment tools to address concerns regarding redevelopment and speculative sales.

## **Streamlining the Business Vacancy Rebate and Reduction Programs**

Province is proposing amendments to the *Municipal Act, 2001* and the *City of Toronto Act, 2006* that will enable municipalities to implement program changes through municipal by-law going forward, rather than requiring the approval of a regulatory amendment by the Minister of Finance.

## **Supporting Employers in COVID-19 Hotspots**

To help support businesses impacted by these public health measures, the government announced the availability of \$300 million to assist eligible businesses with costs associated with municipal and education property taxes, and energy bills.

This support will be provided to eligible businesses in regions of Ontario where the Province determines modified Stage 2 public health restrictions are necessary, or going forward, areas categorized as control or lockdown.

Affected municipalities are encouraged to direct businesses to the following webpage for further information on how to apply for this support: [www.Ontario.ca/covidsupport](http://www.Ontario.ca/covidsupport)

<b>FINANCIAL CONSIDERATIONS</b>
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None currently.

<b>ATTACHMENTS</b>
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November 17, 2020 Letter from Allan Doheny, Assistant Deputy Minister, Provincial-Local Finance Division, Ministry of Finance regarding property tax and assessment initiatives announced in the 2020 Budget on November 5, 2020



**STRATEGIC PLAN 2019 – 2022**

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

**Prepared By:** Adam McNabb, Director of Finance

*Adam McNabb*

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

*Michael Givens*

**Ministry of Finance**

Provincial-Local  
Finance Division  
10<sup>th</sup> Floor  
777 Bay Street  
Toronto ON M5G 2C8

Tel.: 416 327 0264  
Fax.: 416 325 7644

**Ministère des Finances**

Division des relations provinciales-  
municipales en matière de finances  
10<sup>e</sup> étage  
777 rue Bay  
Toronto ON M5G 2C8

Tél. : 416 327 0264  
Téléc.: 416 325 7644

November 17, 2020

Dear Municipal Treasurer/Clerk-Treasurer;

I am writing to inform you of the property tax and assessment measures announced in the *2020 Ontario Budget*, released on November 5, 2020.

As you may know, the government has been conducting a review of Ontario's property tax and assessment system. The Review has been exploring opportunities to support a competitive business environment, enhance the accuracy and stability of property assessments, and strengthen the governance and accountability of the Municipal Property Assessment Corporation (MPAC). As part of the Review, the Province has been consulting with municipalities, including seeking input through the Property Assessment and Taxation Review Municipal Advisory Committee.

While the consultation process is ongoing, early action is being taken on a number of measures as announced through the *2020 Ontario Budget*.

### **Reducing Business Education Tax by \$450 Million**

There is currently a wide range of business education tax (BET) rates across the province as a result of historical assessment and tax inequities. Through the Review, municipalities and business stakeholders have expressed concerns regarding the variation of BET rates and its impact on business competitiveness. The government has also heard that, as the province recovers from the COVID-19 pandemic, addressing this variation in BET rates would reduce regional tax inequities and improve business competitiveness.

In response to these concerns, the Province announced that it will reduce all high BET rates to a rate of 0.88 per cent in 2021. This rate is ten basis points below the existing target rate and represents a reduction of 30 per cent for the many businesses that are currently subject to the highest BET rate. This will benefit over 200,000 business properties across 95 per cent of all municipalities and will create over \$450 million in annual savings for businesses.

To ensure municipalities are not negatively impacted by BET reductions, the Province will maintain BET rates at the 2020 BET rate for properties whose payments in lieu of education taxes municipalities are permitted to retain.

The Province will also adjust payments to school boards to offset the reduction in education property taxes to ensure there is no financial impact on school boards.

We will provide municipalities with draft 2021 BET rates shortly.

### **New Optional Small Business Property Subclass**

Through the Review, stakeholders have shared concerns about the property tax burden that small businesses face. Some municipalities have requested additional property tax tools that would provide targeted tax relief to small businesses and increase business competitiveness.

The government is therefore proposing to provide municipalities with the flexibility to target property tax relief to small businesses in a way that best reflects their local circumstances. Beginning in 2021, municipalities would be able to provide a property tax reduction for eligible small businesses through the adoption of a new optional small business property subclass. The Province will also consider matching these municipal property tax reductions in order to provide further support for small businesses.

Amendments are being proposed to the *Assessment Act* that would allow municipalities to define small business eligibility in a way that best meets local needs and priorities. Further details on the optional small business subclass will be set in regulation once the legislation has passed.

### **Assessment of Business Properties in Redevelopment Areas**

Another concern that has been expressed through the Review is the impact that redevelopment pressure and speculative sales can have on the assessment of small businesses.

To ensure the government is well-positioned to respond to input that is being provided through the review process, amendments are being proposed to the *Assessment Act* to support the potential creation of optional new assessment tools to address concerns regarding redevelopment and speculative sales.

The Province will continue to seek the advice of municipalities, businesses and other interested stakeholders through the Review to inform the potential regulatory framework for this new flexibility.

### **Streamlining the Business Vacancy Rebate and Reduction Programs**

Municipalities currently have the flexibility to modify the Vacant Unit Rebate and the Vacant and Excess Land subclasses to better meet the needs of their community. Municipalities modifying their business vacancy programs are currently required to submit their proposed changes to the Province to be implemented through regulation. In response to requests from municipalities to streamline this process, the Province is proposing amendments to the *Municipal Act, 2001* and the *City of Toronto Act, 2006* that will enable municipalities to implement program changes through municipal by-law going forward, rather than requiring the approval of a regulatory amendment by the Minister of Finance.

### **Tax Exemption for The Army, Navy & Air Force Veterans in Canada (ANAVETS)**

Organizations such as the Royal Canadian Legion and The Army, Navy & Air Force Veterans in Canada (ANAVETS) offer vitally important services for Canada's military veterans, including assistance in adjusting back into civilian life, advocacy on behalf of veterans, as well as support for families and seniors.

In 2018, the *Assessment Act* was amended to ensure that legion halls occupied by Ontario branches of the Royal Canadian Legion are exempt from property taxation as of the 2019 tax year.

To further ease the burden on Ontario's veterans, the government is proposing an amendment to the *Assessment Act* to extend this tax exemption to Ontario units of The Army, Navy and Air Force Veterans in Canada.

### **Supporting Employers in COVID-19 Hotspots**

The government recognizes that necessary COVID-19-related public health measures, come at a cost to Ontario's businesses. To help support businesses impacted by these public health measures, the government announced the availability of \$300 million to assist eligible businesses with costs associated with municipal and education property taxes, and energy bills.

This support will be provided to eligible businesses in regions of Ontario where the Province determines modified Stage 2 public health restrictions are necessary, or going forward, areas categorized as control or lockdown.

Affected municipalities are encouraged to direct businesses to the following webpage for further information on how to apply for this support: [www.Ontario.ca/covidsupport](http://www.Ontario.ca/covidsupport)

## Education Property Tax Deferrals

Many municipalities provided deferrals of property tax payments in response to the COVID-19 pandemic. To date, 75 per cent of municipalities representing 98 per cent of all municipal property tax levied in the province implemented property tax deferrals. To support and encourage these actions, the Province deferred the property tax payments that municipalities make to school boards by 90 days.

This deferral applied to the June 30 quarterly municipal remittance of education property taxes to school boards, as well as the September 30 quarterly municipal remittance deadline. The last installment, which is the balance for the current calendar year, remains due by December 15. As a result, there will be two payments due in December 2020.

We will continue to work closely in partnership with municipalities to ensure stability for Ontario's property tax system.

If you have any questions related to the property tax decisions noted above, please contact Chris Broughton, Director of the Property Tax Policy Branch at [Chris.Broughton@ontario.ca](mailto:Chris.Broughton@ontario.ca) or 416-455-6307.

Sincerely,

*Original signed by*

Allan Doheny  
Assistant Deputy Minister

c: Jonathan Lebi, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing



## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020  
**From:** Matthew Aston, Director of Operations  
**Subject:** Report OPS 2020-034 being a report on the local leaf program

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report OPS 2020-034 being a report on the local leaf program;

**AND FURTHER THAT** Council continue to endorse the new Wellington County leaf and yard waste program;

**AND FURTHER THAT** Council direct staff to promote the new Wellington County leaf and yard waste program in the spring of 2021 with the aim of promoting and transitioning customers to the new service.

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

From the October 26, 2020, Minutes of the meeting of Council:

*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.*

### BACKGROUND

In 2020, Wellington County made a decision to take over the leaf and yard waste pick-up

#### PROS

- Brown bags contain the leaves and keep them away from the storm sewer catch basins and out of drainage ditches.
- Brown bags ensure the leaves are not pushed (or blown) around during early snow events or by the wind.
- Wellington County receives tax levy dollars to provide for solid waste disposal.
- Wellington County gets “diversion credits” for diverting this waste to a compost or recycling facility.

-
<b>CONS</b>
- Wellington North has had this as a long standing program and Wellington County program is different then the former local offering.
- Wellington North is not being funded by tax levy to provide this level of service.
- Roads team will always have to inspect and handle issues related to blocked storm sewer catch basins and drains to try and prevent flooding.
- Brown bags have an added cost to customers.
-
-

### FINANCIAL CONSIDERATIONS

Wellington North's 2020 fall curb-side leaf program required approximately five days of the entire roads team (rural / urban) in order to perform. We are fortunate in that local farmer's are happy to take these leaves for no charge.

### 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

☐ Municipal Infrastructure

☒ Partnerships

☒ Alignment and Integration

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

*Matthew Aston*

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

*Michael Givens*



**Staff Report**

<b>To:</b>	Mayor and Members of Council Meeting of December 14, 2020
<b>From:</b>	Corey Schmidt, Manager, Environmental & Development Services Sara McDougall, Process Compliance Analyst
<b>Subject:</b>	OPS 2020-039 being a report on the Township’s Drinking Water Quality Management System (DWQMS) – 2020 Management Review Meeting Minutes

**RECOMMENDATION**

**THAT** the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-039 being a report on the Township’s Drinking Water Quality Management System (DWQMS) – 2020 Management Review Meeting Minutes.

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

Annually

**BACKGROUND**

The Township of Wellington North’s DWQMS requires that a Management Review shall be conducted at least once every calendar year to evaluate the continuing suitability, adequacy and effectiveness of the Municipality’s DWQMS and to identify any areas where improvement is required. The Management Review process ensures that all levels of the organizational structure (i.e. Owner, Top Management and Operating Authority) are kept informed and aware of the Township’s DWQMS and the performance of the municipally owned Drinking Water Systems.

As an outcome of the Management Review, the Process Compliance Analyst makes recommendations for the improvement of the Township’s DWQMS. These recommendations include descriptions of the identified deficiencies, identification of action items to address the deficiencies and delegation of the action items including required time frames for response.

**FINANCIAL CONSIDERATIONS**

None

**ATTACHMENTS**

Schedule A – Management Review Meeting Minutes dated November 30, 2020



<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

**Prepared By:**

Sara McDougall, Process Compliance Analyst

*Sara McDougall*

**Recommended By:**

Michael Givens, Chief Administrative Officer

*Michael Givens*



## TOWNSHIP OF WELLINGTON NORTH DWQMS MANAGEMENT REVIEW MEETING MINUTES

**Date:** November 30, 2020

**Time:** 10:00 am

**Location:** Microsoft Teams Meeting

### **Attendees:**

Mike Givens, Chief Administrative Officer (CAO) (Top Management)

Matt Aston, Director of Operations (Top Management)

Corey Schmidt, Manager, Environmental & Development Services (Top Management)

Sara McDougall, Process Compliance Analyst/Quality Management Representative (PCA/QMR)

### **The PCA/QMR discussed the following items:**

#### **1. Incidents of Regulatory Non-Compliance**

- Annual MECP inspections final inspection rating for both systems was 100%.
- No non-compliances were noted during both inspections.
- Seven best practice recommendations from the inspector during the inspection.
  - Mount Forest – Update the DWWP to reflect VFDs, next amendment.
  - Mount Forest – greater care should be taken when making entries in logbooks, in order to ensure legibility and due diligence is attained.
  - Arthur - monitor agricultural activities on lands adjacent to their wells.
  - Arthur - Update the DWWP to reflect VFDs, next amendment.
  - Arthur – Schedule 23/24 sampling periods be made the same for the two pumphouses, for simplicity in organization and tracking.
  - Arthur – greater care should be taken when writing notes in logbooks.
  - Arthur – include the O'Donnell domestic well to the Well # 7b wellhead protection area (WHPA) and the monitoring well WN-MW1/00(DO) to the Well # 8a and 8b WHPA the next time the source protection plans are revised.

The PCA commented that the inspector's recommendation to update Arthur and Mount Forest Drinking Water Works Permits to reflect the installation of VFD's at the wellhouses was included in the Municipal Drinking Water Licence (MDWL) renewal package that was submitted on November 13, 2020.

The Manager commented that the logbook recommendations in the Arthur and Mount Forest inspection reports were discussed with staff. Staff are aware that time and care needs be taken while making entries in the logbooks to ensure legibility.

The PCA commented on the Schedule 23/24 sampling recommendation to align the sampling periods for both pumphouses and noted that there has not been a decision on this yet. The PCA explained that the Sodium/Fluoride sampling is also on a different schedule for both pumphouses which has caused some confusion as we recently went to report a sodium exceedance at Well # 8 and were advised by the laboratory that we didn't need to report it. We followed up with the MECP inspector who verified that adverse reporting for sodium is based on the drinking water system and not the entry points (pumphouses) and we are only required to report a sodium exceedance in the drinking water system every 57 months. Because we had reported a sodium exceedance at Well # 7b in 2018, we did not have to report the exceedance at Well # 8 as it was within the 57 month period for the drinking water system. The PCA commented that tracking when we need to report and when we don't need to report could cause confusion in the future, so we are looking at making a request to the MECP to align not only the Schedule 23/24 sampling periods but also the Sodium/Fluoride sampling periods for both wellhouses. Then the wells in the Arthur drinking water system will be on the same schedule and tracking the adverse reporting would be simple. The Mount Forest wells are already on the same schedule.

The PCA commented that the recommendation to include the O'Donnell domestic well to the Well # 7b wellhead protection area (WHPA) and the monitoring well WN-MW1/00(DO) to the Well # 8a and 8b WHPA the next time the source protection plans are revised was forwarded on to Kyle Davis (RMO). The PCA also commented that through discussion with Kyle, the WHPA's are likely going to be updated within the next 5 years so this recommendation will be considered.

#### **Action Items**

- **See section 10. Status of Management Action Identified Between Reviews**

#### **2. Incidents of adverse drinking water tests**

- On November 16, 2020, a treated sample from Well # 8 was taken and tested for sodium and the result was 22.4 mg/L. The Aesthetic Objective for sodium is 200 mg/L but must be reported to Ministry of Health (MOH) if above 20 mg/L. This is so physicians can notify patients on sodium restricted diets. In this case, the sodium result at Well # 8 did not require notifications as a sodium adverse report was made at Well # 7b in 2018. Adverse reporting for sodium is based on the system and not on entry points and we are only required to report a sodium exceedance once every 57 months.

#### **Action Items**

- None

### 3. Deviations from Critical Control Points Limits & Response Actions

- There were no deviations from Critical Control Points.

#### Action Items

- None

### 4. Efficacy of the Risk Assessment Process

- Risk Assessment Review was completed February 11<sup>th</sup>, 2020.
- Staff reviewed the risk assessment outcome tables for the Arthur DWS and the Mount Forest DWS for currency and re-assessed the risks. Control measures, Critical Control Points and monitoring procedures were reviewed and were still current.

#### Action Items

- None

### 5. Internal & Third-Party Audit Results

- Internal audit was completed between April 14 to April 23<sup>rd</sup>, 2020. The audit team was comprised of Corey Schmidt, Ed White, Darin Schenk and Sara McDougall. The audit was conducted remotely through Microsoft Teams. There were no non-conformances identified in this audit. The auditors noted two opportunities for improvement (OFI):
  - Element 5 Document and Records Control - Operator's training records are only stored in hard copy form at the Arthur Water Office. Look at storing these records electronically as well so they may be accessed remotely. This item was addressed by June 30<sup>th</sup>, 2020.
  - Element 18 Emergency Management - Add pandemic to the Emergency Response Procedure and create a SOP for responding to a pandemic. This item is currently in draft form and will be addressed by December 31, 2020. The PCA commented that we do have a response procedure for segregating staff during COVID-19, but we are creating a procedure that could be used for any pandemic (not just COVID-19).
- On September 10<sup>th</sup>, 2020, an off-site Systems Audit was conducted by SAI Global with all pertinent information being sent electronically to the auditor. There were no non-conformities and six opportunities for

improvement (OFI) were identified during this audit.

- Element 5 Document and Records Control - Consider reviewing and improving how documents are kept protected. The PCA commented that we should clarify in our procedure how we are protecting our hard copy and electronic documents. This item will be addressed by March 1, 2021.
- Element 6 Drinking Water System - Replace treatment process flow chart for Well # 4 (Appendix A6-04) with a more legible one. The PCA commented that an updated process flow chart for Well # 4 was provided to us from BMRoss after maintenance work was completed this year. When copying the chart over to the Operational Plan, the drawing became faded. This item was addressed on November 4, 2020.
- Element 13 Essential Supplies and Services - Consider reviewing the table in section 13.2 with respect to the content under the header "Procurement" to ensure that it addresses "the means to ensure the procurement of each essential item listed". At the same time, consider removing those items are not really essential, such as but not limited to Well Contractor, Printing Company, Rental Company, etc. Similarly, consider reviewing Appendix A13-01 to maintain only those companies listed that are related to the essential products and services, after section 13.2 is finalised. The PCA commented that the Auditor recommends that we remove all essential supplies and services that are not directly involved with the delivery of safe drinking water on a routine basis. Currently we have listed supplies and services that we would use during planned and unplanned maintenance activities and emergencies. This item will be addressed by March 1, 2021.
- Element 19 Internal Audit - Consider replacing "fiscal year" with "calendar year" in the procedure. The PCA commented that the drinking water quality management standard uses the wording "calendar year", so changing the wording would match the standard. This item will be addressed by March 1, 2021.
- Element 20 Management Review - Consider using "at least once every Calendar Year" instead of "annual basis". The PCA commented that the drinking water quality management standard uses the wording "calendar year", so changing the wording would match the standard. This item will be addressed by March 1, 2021.

- Element 21 Continual Improvement - The procedure for “tracking and measuring continual improvement of its QMS” should be the main objective of this element instead of “to identify opportunities to improve the QMS”. The requirement for a procedure to “track and measure continual improvement of its QMS” should be better presented to show the three main routes namely:
  1. reviewing and considering applicable best management practices (element 21 (a),
  2. documenting a process for identification and management of Quality Management System Corrective Actions (element 21 (b),
  3. documenting a process for identifying and implementing preventive actions (element 21 (c).

The PCA commented that reaching out to other municipalities to see how they track and measure continual improvement could help us develop a better way of doing this. This item will be addressed by March 1, 2021.

- On September 24<sup>th</sup> and 25<sup>th</sup>, 2020, a virtual Re Accreditation Audit was conducted by SAI Global. There were no non-conformities and five opportunities for improvement (OFI) were identified during this audit.
  - Element 2 QMS Policy - Consider enhancing the visibility of the QMS Policy to their staff and the Owner by displaying them at locations frequently visited by them, such as at the Arthur and Mount Forest offices and at the municipal office at Kenilworth. The PCA commented that the location of the QMS Policy is in the Operational Plan as well as on the Township Website. Displaying the QMS Policy at the locations recommended would enhance the visibility to staff, the owner and the public. This item will be addressed by March 1, 2021.
  - Element 13 Essential Supplies and Services - Review the content of the Operational Plan against its appendices to ensure consistency of their content. Sodium silicate is on the Essential Supplies and Services List in Appendix A13-01 but it is not included in the table in Section 13.2 of the Element 13 procedure in the Operational Plan. The PCA commented that sodium silicate will be added to the table in Section 13.2 and the content in the Operational Plan will be reviewed against the appendices to ensure consistency. This item will be addressed by March 1, 2021.
  - Element 19 Internal Audit - Although there was evidence that all 21 elements were covered during the April 2020 internal audit, the audit

checklist was missing element 1 and 6. The PCA commented that element 1 and 6 will be added to the audit checklist. This item will be addressed by March 1, 2021.

- Element 20 Management Review - Consider numbering each item of the minutes of the management review to ensure easy referencing in the future. The PCA advised that the minutes from this management review will be numbered. This item will be addressed by December 31, 2020.
- Element 21 Continual Improvement - Consider adding a column to Form 20-01 to conclude completed actions as either "Improvement to the QMS Documentation", "Improvement to QMS Implementation", "Operational Improvement" or "Management Improvement". The PCA commented that we will consider adding this to the form. This item will be addressed by March 1, 2021.

The Township of Wellington North maintains the Certificate of Accreditation. The current certificate expires November 12, 2023.

#### **Action Items**

- **See section 10. Status of Management Action Identified Between Reviews**

#### **6. Results of Emergency Response Testing**

- Pre and Post Chlorine Low Low Alarms and Diesel Generators are tested monthly.
- In September 2020, a COVID-19 response training session was held by Wellington County Emergency Management for water and wastewater staff within the county and the City of Guelph. All water and wastewater staff from the Township of Wellington North participated. Topics presented were COVID-19: The Second Wave presented by Dr. Tanenbaum, WDG Public Health, COVID-19: Mental Health Challenges and Coping in the Workplace by Angela Heeley, CMHA and COVID-19: De-Brief Exercise facilitated by Kyle Davis.
- PTO-driven power supply at Well #6 was tested in October 2020. There were no issues with operation of it.
- An emergency mock drill was completed with water and wastewater staff in November 2020. Staff had to respond to an Adverse Water Quality Incident involving a boil water advisory issued by public health. Staff showed they were able to respond efficiently and effectively to this type of emergency.

#### **Action Items**

- None

## 7. Operational Performance

- Leak Detection was completed on the Town of Arthur's water system in March 2020. There were no leaks present during the time of the survey.
- In 2020, the Arthur Spheroid Tower was cleaned and inspected. A new expansion joint and spool piece was installed on the riser during the inspection. Recommendations are as follows: Exterior - Given the thickness of the coatings and the poor inter-coat adhesion because of different types of paint applied over the years, it would not be advisable to overcoat this structure, although touch-ups can be carried out periodically. When the exterior paint has been deemed unacceptable from a cosmetic standpoint, a full removal and replacement will be necessary. This would require complete enclosure and hoarding. An approximate timeline for this is 4-6 years. Interior -The interior of this tank should be touched up within the next 1 to 2 years with an NSF 61 approved epoxy, or preferably, plans should be made to completely remove and replace the lining at the same time as the exterior paint, likely in 4 to 6 years as this would be most cost efficient.
- 168 main valves (approximately one half) in Mount Forest were operated and inspected in 2020. All valves were in working order at the time of inspections.
- All Hydrants in Mount Forest (187) and Arthur (112) were inspected in 2020.
- There were 2 water main breaks since the last management review, 1 in Arthur and 1 in Mount Forest. They were at the following locations:
  - Frederick Street West
  - Queen Street East
- There were 3 service leak repairs since the last management review, 1 in Arthur and 2 in Mount Forest. They were located on the following streets:
  - Adelaide Street
  - King Street East
  - Main Street North

### Action Items

- None

## 8. Raw Water Supply & Drinking Water Quality Trends

- No quantity issues in the reporting year.
- There have been no significant changes in raw water quality since the last management review meeting.
- Schedule 23/24 (Organics /Inorganics) samples collected in the past 3 years indicates that there have been no changes in raw water quality. All results were within regulatory requirements.
- Mount Forest Wells #3 & #5 and Arthur Wells #7b & #8 have elevated levels of sodium. The Aesthetic Objective for sodium is 200 mg/L but must be reported to Ministry of Health (MOH) if above 20 mg/L. This is so physicians can notify patients on sodium restricted diets.



Sodium Levels in Mount Forest (mg/L)				
Wells	#3	#4	#5	#6
<b>2013</b>	16.2	10.7	58.9	10.1
<b>2018</b>	21.3	12.3	61.2	11.7
Sodium Levels in Arthur (mg/L)				
Well	#7b	Well	#8	
<b>2013</b>	36.8	<b>2015</b>	21.5	
<b>2018</b>	36.6	<b>2020</b>	22.4	

- The Township falls under three Conservation Authorities, each with a different Source Protection Plan (SPP). All plans have been approved and are currently in effect.
  - Saugeen Valley SPP applies to Mount Forest.
  - Grand River SPP applies to Arthur.
  - Maitland Valley SPP, only education programs apply as there are no municipal wells in the area.

#### Action Items

- None

#### 9. Follow-up Action Items from Previous Management Reviews

Item	Person(s) Responsible	Completed Yes/No	Date of Completion
<b>MECP Inspection</b> <b>Recommendation:</b> Update the DWWP with the new VFD equipment upon the next renewal.	PCA	Yes	Nov 13, 2020
<b>MECP Inspection</b> <b>Recommendation:</b> Monitor agricultural activities on lands adjacent to their wells and report any further improper land applications to the MECP.	All Staff	Yes	Continually Monitor
<b>Internal Audit OFI:</b> Add Water Department contact/return info. To the form.	QMS Rep	Yes	Sept 13, 2019
<b>Internal Audit OFI:</b> Add D.P.D Powder Packs to items that Hach Canada can supply us to the Essential Supplies/Services List.	QMS Rep	Yes	Sept 13, 2019

<b>Internal Audit OFI:</b> Add Internal Audit Summary & Checklist to the Operational Plan as a new form.	QMS Rep	Yes	Sept 13, 2019
<b>MECP Inspection Recommendation:</b> Schedule 23/24 Sampling Periods be made the same for the two pumphouses, for simplicity in organization and tracking.	PCA	No	By November 2020
<b>External Audit OFI:</b> Place a copy of the Operational Plan at the Municipal office for public viewing as well as continue to offer to the public a hard copy of the Operational Plan upon request.	QMS Rep	Yes	Jan 23, 2020
<b>External Audit OFI:</b> Add a column to section J table in the Management Review report to identify the individual responsible to implement the actions.	QMS Rep	Yes	Nov 20, 2019
<b>External Audit OFI:</b> Have regular staff meetings throughout the year to review Operational Plan appendices (SOP's) and forms to ensure documents are current and enhance Operator's knowledge of the QMS and possibly identify any preventive actions that arise.	QMS Rep & Manager	No	By Dec 31, 2020

## 10. Status of Management Action Identified Between Reviews

Item	Person(s) Responsible	Completed Yes/No	Date of Completion
<b>MECP Inspection Recommendation:</b> Greater care be taken when making entries in logbooks, in order to ensure legibility and due diligence is attained.	All Staff	No	By Next Inspection (Aug/Sept 2021)
<b>MECP Inspection Recommendation:</b> Consider including the O'Donnell domestic well to the Well # 7b WHPA and the monitoring well WN-MW1/00 (DO) to the Well # 8a and 8b WHPA the next time the source protection plans are revised.	PCA/RMO	No	By Next SPP update
<b>Internal Audit OFI:</b> Look at storing Operator's training records electronically so they may be accessed remotely.	QMS Rep	Yes	June 30, 2020
<b>Internal Audit OFI:</b> Add pandemic to the Emergency Response Procedure and create a SOP for responding to a pandemic.	QMS Rep/Manager	No	By Dec 31, 2020
<b>External Audit OFI:</b> Enhance the visibility of the QMS Policy to staff and the Owner by displaying at Arthur and Mount Forest water offices and Municipal office in Kenilworth.	QMS Rep	No	March 1, 2021
<b>External Audit OFI:</b> Consider reviewing and improving how documents are kept protected.	QMS Rep	No	March 1, 2021
<b>External Audit OFI:</b> Replace treatment process flow chart for Well # 4 (Appendix A6-04) with a more legible one.	QMS Rep	Yes	Nov 4, 2020
<b>External Audit OFI:</b> Consider reviewing the table in section 13.2 of the Operational Plan with respect to the content under the header "Procurement" to ensure it addresses "the means to ensure the procurement of each essential item	QMS Rep	No	March 1, 2021

listed". Consider removing items that are not really essential, such as Well Contractor, Printing Company etc. Also update Appendix 13-01 after section 13.2 is finalized.			
<b>External Audit OFI:</b> Review content in Element 13 of the Operational Plan and Appendix 13-01 to ensure consistency of their content.	<b>QMS Rep</b>	<b>No</b>	<b>March 1, 2021</b>
<b>External Audit OFI:</b> Consider replacing "fiscal year" with "calendar year" in the Internal Audit procedure.	<b>QMS Rep</b>	<b>No</b>	<b>March 1, 2021</b>
<b>External Audit OFI:</b> Add Element 1 & 6 to the Internal Audit checklist.	<b>QMS Rep</b>	<b>No</b>	<b>March 1, 2021</b>
<b>External Audit OFI:</b> Consider using "at least once every Calendar year" instead of "annual basis" in the Management Review procedure.	<b>QMS Rep</b>	<b>No</b>	<b>March 1, 2021</b>
<b>External Audit OFI:</b> Consider numbering each item of the minutes of the management review to ensure easy referencing in the future.	<b>QMS Rep</b>	<b>No</b>	<b>Dec 31, 2020</b>
<b>External Audit OFI:</b> Update the Continual Improvement procedure to clarify how we track and measure continual improvement of the QMS.	<b>QMS Rep</b>	<b>No</b>	<b>March 1, 2021</b>
<b>External Audit OFI:</b> Consider adding a column to Form 20-01 to conclude completed actions as either "Improvement to the QMS Documentation", "Improvement to QMS Implementation", "Operational Improvement" or "Management Improvement".	<b>QMS Rep</b>	<b>No</b>	<b>March 1, 2021</b>

## 11. Management System

- Changes in the new Ontario Watermain Disinfection Procedure that may impact operations;
  - For final watermain connections equal to or less than one pipe length (6 meters), a Certified Operator must be present to witness the installation and disinfection of the final connections to ensure that sanitary construction and disinfection practices were met. If a Certified Operator is not present, the connection must remain isolated from the existing drinking water system until satisfactory microbiological sample results are received from samples taken by a Certified Operator.
  - Final connections greater than one pipe length (6 meters) shall continue to be undertaken in accordance with AWWA Standard C651, however the new procedure allows for an exemption at the discretion of the Operating Authority. If the final connection is greater than one pipe length (6 meters) but less than 40 meters and the connection crosses a transportation corridor which might result in a road closure, traffic congestion, loss of emergency vehicle access, safety concerns or the new watermain cannot be constructed to within one pipe length of the existing watermain due to the potential for destabilizing an existing thrust block, a new procedure can be followed. The new procedure allows for hand swabbing and requires a Certified Operator to witness the installation of the connection. The connection can be placed in service upon satisfactory results from microbiological samples taken by a Certified Operator.
  - Opening valves to place a new watermain in service shall, in all cases, be operated by a Certified Operator
  - Flushing through all final connections shall be performed by a Certified Operator to ensure acceptable disinfectant concentration is present in the new watermain.
  - Certified Operators must be on site to perform or directly supervise all live tapping of watermain.
  - All watermain breaks are now classified as a category 2 unless an Operator-in-Charge conducts a visual inspection upon completion of the excavation and reclassifies the break to a category 1.
  - Further documentation and record keeping required for new watermain and watermain repairs.

### Action Items

- Procedures within the Operational Plan will need to be updated to reflect these changes. Upon receiving our renewed Municipal Drinking Water Licence, we will have six months to implement the changes.

## 12. Consumer Feedback

- 16 drinking water complaints in the Township of Wellington North since last management review.
- All complaints were resolved by staff in a timely fashion. The Manager commented that most discoloured water complaints could be traced back to something we were doing operationally at the time of the complaint that caused the disruption.

Arthur Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	Feb 10, 2020	7561 Jones Baseline	discoloured water (private issue - hot water tank)
2	Feb 14, 2020	104 Schmidt Drive	discoloured water
3	May 13, 2020	302 Domville Street	discoloured water (refilling Spheroid tower after maintenance work at the time)
4	May 13, 2020	5 Andrew Street	discoloured water (refilling Spheroid tower after maintenance work at the time)
5	May 29, 2020	307 McCord Street	discoloured water (private issue - filter)
6	June 2, 2020	131 Frederick Street East	discoloured water (private issue)
7	June 26, 2020	104 Schmidt Drive	discoloured water (private issue – toilet tank)
8	Oct 22, 2020	133 Schmidt Drive	discoloured water (swabbing new watermain on Walsh St and directional flushing)

Mount Forest Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	Feb 10, 2020	620 Dublin Street	taste (private issue – Brita filter)
2	Apr 23, 2020	340 John Street Unit # 1	discoloured water (hydrant flushing)
3	July 1, 2020	470 King Street East	discoloured water
4	Sept 15, 2020	440 King Street Apt C8	discoloured water
5	Oct 2, 2020	Peel Street	discoloured water
6	Oct 8, 2020	535 Prince Charles	odour
7	Oct 22, 2020	740 Princess St Unit # 5	odour (private issue – hot water tank)
8	Nov 9, 2020	154 Cheryl Lynn	low pressure (private issue-water softener)

### Action Items

- None

### 13. Resources Needed to Maintain the QMS

- Currently staff resources needed to maintain the DWQMS are felt to be adequate.
- The majority of water department staff has been trained to conduct internal audits.
- The Municipal Water Wastewater Resource Committee is an online group that provides resources and help with the DWQMS.

#### Action Items

- None

### 14. Results of the Infrastructure Review

- This review was completed in October 2020. The following items were reviewed:
  - Infrastructure review meeting minutes from the previous year;
  - List of reconstruction projects since the last review;
    - ✓ 6" cast iron watermain on Georgina Street (between Charles Street East and Frederick Street East) was replaced with 6" DR 18 PVC watermain. All municipal services were replaced with Municipex.
    - ✓ 6" PVC watermain on Domville Street (between Tucker Street and Clarke Street) was replaced with 6" DR 18 PVC watermain. All municipal services will be replaced with Municipex.
    - ✓ 6" PVC watermain and Municipex services were installed for phase 3 (Walsh Street) of Eastridge Landing subdivision.
    - ✓ A new Municipex water service was installed at 7623 Jones Baseline.
    - ✓ 4" cast iron watermain on Fergus Street (between King Street East and Wellington St E) was replaced with 6" DR 18 PVC watermain. All municipal services were replaced with Municipex.
    - ✓ 150mm feed to a private hydrant off Arthur Street at the Louise Marshall Hospital was installed.
    - ✓ A new copper water service was installed at 310 John Street.
    - ✓ A new Municipex water service was installed at 221 Industrial Drive.
    - ✓ 6" feed to property line was installed for a future private condo development on Sligo Road West.
  - Water Tower maintenance, rehabilitation or renewal activities;
    - ✓ In 2019, the Mount Forest standpipe was video inspected and recommendations in the report were discussed at the meeting. These recommendations were included in the 2019

Management Review.

- ✓ Arthur Spheroid Tower was inspected May 12, 2020, see section 7 Operational Performance for further details.
- Production Wells/Pump House maintenance, rehabilitation or renewal activities;
  - ✓ From February to May 2020, Mount Forest Well # 4 was taken offline to replace the flowmeter in the wellhouse with a new 4" ABB Watermaster. At the same time 3 metres of cast iron piping was replaced with stainless steel and a 6" gate valve to the system was replaced.
  - ✓ Outcomes of the Arthur and Mount Forest Technical Studies concerning production wells are that the Arthur Drinking Water System will require a new well, whereas Mount Forest Drinking Water System will be fine with the current number of wells unless there are quality issues. The Director of Operations commented that any new well in Arthur would require a Municipal Class Environmental Assessment study which would very likely include the alternatives of looking at getting more supply (quantity) from the existing sites of Well 7 and Well 8.
- Annual Arthur and Mount Forest Well Inspections Report;
  - ✓ The most recent inspection was conducted on November 18, 2019. Recommendations were to sample raw water from Mount Forest Well # 5 and test for Chloride and Sodium annually to monitor any changes or trends, ensure all desiccants contained in each GE Druck Transducer Sensor Termination Enclosure Box are replaced or dried and paint the steel protective monitoring well casings RED for : Arthur WN-MW1/00, TW4/02 , and Mount Forest WN-MW4/00, WN-MW5/00(DO). The next inspection will be completed in December 2020.
- SCADA/Communications maintenance, rehabilitation or renewal activities;
  - ✓ The SCADA computers in Arthur and Mount Forest were upgraded to Windows 10 and a new SCADA software program called Ignition was installed and implemented replacing the Wonderware software.
- Leak Detection Program;
  - ✓ Leak detection was completed in Arthur on March 24<sup>th</sup> to 27<sup>th</sup>, 2020.



- Main Valves maintenance and inspection records;
    - ✓ 168 main valves (approximately one half) in Mount Forest were operated and inspected in 2020.
  - Hydrant maintenance and inspection records;
    - ✓ All fire hydrants in Mount Forest and Arthur were inspected in 2020. Mount Forest has 187 hydrants and Arthur has 112 hydrants.
  - Watermain/Service Leak Repairs since the last review;
    - ✓ There was a total of four water main breaks since the last infrastructure review meeting, 1 in Arthur and 3 in Mount Forest. There were also three service leak repairs since the last infrastructure review meeting. See section 7 Operational Performance for further details.
  - List of approximate age of watermain;
    - ✓ Arthur and Mount Forest Distribution System maps were updated in 2020 as part of the technical updates. These maps will be updated as reconstruction projects are completed, and new development is assumed by the Township.
  - Risk Assessment Outcomes;
    - ✓ The Director of Operations and Manager identified one infrastructure related project to the risk assessment outcome in 2020. Look at setting up the VFD's to adjust the flow based on the system pressure. This will allow the VFD's to ensure adequate flow from our wellhouses when the pressure in the distribution system fluctuates.
  - Township of Wellington North O.Reg 453/07 Financial Plan
    - ✓ At the time of this meeting, the Township was working with DFA Infrastructure International Inc. to complete a Water and Wastewater Rate Study and Financial Plan. The Water and Wastewater Rate Study and Financial Plan was approved by Council on November 23, 2020.
- Outcomes of the Infrastructure Review

The following are the outcomes of the review:

- Recommend Arthur Water Supply Study (2021).
- Recommend Mount Forest Standpipe Rehabilitation (2021).
- Recommend Well House Human Machine Interface (HMI) Project (2021).
- Recommend Water Service Upgrades as part of the Connecting Link Project in

Arthur (2021).

- Recommend reconstruction of Queen Street East between Main Street and White's Bridge in Mount Forest (2021). This project is dependent on funding.
- Recommend design be completed for Clarke Street (from end of PVC section to Domville Street) (2021).
- Recommend design be completed for Fergus Street North (between Wellington Street to Birmingham Street) (2021).
- Change all chlorine pumps in wellhouses to flow paced pumps (2020 and early 2021).
- Paint the steel protective monitoring well casings RED when weather conditions are suitable for: Arthur WN-MWI/00, TW4/02, and Mount Forest WN-MW4/00, WN-MW5/00(DO) (2021).
- Look at setting up the VFD's in the wellhouses to adjust the flow based on the system pressure (2021).

#### **Action Items**

- None

### **15. Operational Plan Currency, Content and Updates**

- The operational plan is reviewed and updated on an annual basis and whenever necessary changes are required to be made.
- The last revisions were completed November 4, 2020.

#### **Action Items**

- None

### **16. Staff Suggestions**

- Staff suggestions are on-going throughout the year, if a change is needed in the operational Plan, staff are directed to complete a change request form, and that process is followed to make the change.

#### **Action Items**

- None

**Meeting adjourned at 11:00 am**



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020

**From:** Matthew Aston, Director of Operations  
Karren Wallace, Director of Legislative Service / Clerk

**Subject:** OPS 2020-033 being a report on the Township's drainage superintendent services

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-033 being a report on the Township's drainage superintendent services;

**AND FURTHER THAT** the Mayor and Clerk be authorized to execute the shared Drainage Superintendent agreement.

**AND FURTHER THAT** staff are directed to work with the Town of Minto to recruit for the position of Drainage Superintendent with an anticipated start date of March 2021.

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

CAO 2020-006 Council Strategic Priorities 2019-2022 Update 2, 20 in '20 Opportunities-Municipal Service Review Update

OPS 2020-011 being a report on the Township's drainage superintendent services;

Wellington County & Member Municipalities Service Review-KPMG Top 20 in '20 Opportunities #14

### BACKGROUND

At the June 22, 2020 Council meeting the following resolution was passed:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-011 being a report on the Township's drainage superintendent services;*

*AND FURTHER THAT Council direct staff work with Town of Minto in developing an agreement for the hiring of a full-time shared municipal drainage superintendent; and*

*AND FURTHER THAT Council direct staff to bring the agreement for review and approval to a future meeting of Council.*

Town of Minto (Minto) and Township of Wellington North (Wellington North) staff have developed an agreement for the shared Drainage Superintendent, attached to a By-law in this agenda.

### FINANCIAL CONSIDERATIONS

Minto will act as the employer and Wellington North and Minto will be split 60% (Minto) 40% (Wellington North). The hourly rate will include a share of the costs of benefits, sick, vacation days, Statutory Holidays, safety wear, mileage, computer, phone, etc.

It is anticipated Wellington North's share will be approximately \$39,800.00 with some overlap between the current Superintendent and the new hire.

### ATTACHMENTS

The Agreement is included in this agenda as By-law 102-20

### 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  
Karren Wallace, Director of Legislative  
Services / Clerk  
Adam McNabb  
Chanda Riggi

*Matt Aston*

*Karren Wallace*

*Adam McNabb*

*Chanda Riggi*

**Recommended By:**

Michael Givens, Chief Administrative Officer

*Michael Givens*



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of December 14, 2020

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

**Subject:** CLK 2020-021 Council, Local Board, Committee and Advisory Committee Code of Conduct

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report CLK 2020-021 being a report on Council, Local Board, Committee and Advisory Committee;

**AND FURTHER THAT** Council approves amendments to the Council, Local Board, Committee and Advisory Committee Code of Conduct Policy;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the amending By-law.

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

CLK 2019-015 being a report on a Council Code of Conduct Policy

CLK 2018-027 being a report on the appointment of an Integrity Commissioner;

CLK 2017-039 being a report on Bill 68, Modernizing Municipal Legislation Act

By-law 018-19 Being a By-law to establish a Code of Conduct

By-law 063-18 being a By-law to appoint Fasken Martineau DuMoulin LLP as the integrity commissioner

### BACKGROUND

In 2018, a mandatory Code of Conduct (CoC) By-law was passed and an Integrity Commissioner was appointed effective March 1, 2019.

In reviewing reports from Integrity Commissioners in other municipalities, staff are recommending some amendments to the current CoC including:

- Clarifying that the Code of Conduct applies to Council, Local Board, Committee and Advisory Committees;
- Clarifying that members will seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature, and Council;
- Ensuring members shall not communicate with any outside agency on policy issues including the media, Ministers of Federal/Provincial Governments or with MP's and MPP's

without receiving Council approval, with the exception of advertising and invitations for events, activities and fundraisers and general activities;

- Ensuring members shall not use the influence of his or her office for any purpose other than the performance of the member's responsibilities as a member, and other official duties

The amended policy is attached with amendments highlighted in yellow.

To date there have been no requests for an investigation by the Integrity Commissioner.

<b>FINANCIAL CONSIDERATIONS</b>
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The Integrity Commissioners rate is \$300.00 per hour plus expenses.

<b>ATTACHMENTS</b>
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Schedule A – amended policy

Amending By-law 100-2020 contained in 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

**Prepared By:**

Karren Wallace, Director Legislative  
Services/Clerk

*Karren Wallace*

**Recommended By:**

Michael Givens, Chief Administrative Officer

*Michael Givens*



**WELLINGTON NORTH**  
SEMPER PORRO

# COUNCIL, LOCAL BOARD, COMMITTEE AND ADVISORY COMMITTEE MEMBER CODE OF CONDUCT POLICY

<b>DEPARTMENT</b>	COUNCIL	<b>POLICY NUMBER</b>	005-19
<b>EFFECTIVE DATE</b>	February 25, 2019 Amended November 2020	<b>LEGISLATIVE AUTHORITY</b>	Section 223.2 Municipal Act
<b>APPROVED BY:</b>	By-law 018-19		

## Contents

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## POLICY STATEMENT

This policy provides the rules of conduct for Council, Local Board, Committee and Advisory Committee members to ensure that the Township of Wellington North's affairs are governed in an accountable and transparent manner.

## PURPOSE

To ensure ~~Council, Local Board, Committee and Advisory Committee~~ **Council, Local Board, Committee and Advisory Committee** members understand:

- They are to be independent, impartial and responsible to the people;
- There are open and proper channels for decision making and approval of policies;
- Conflicts between private interests and public responsibilities must be avoided, and;
- Transparency and accountability is imperative

## SCOPE

In accordance with Section 223.2 of the *Municipal Act, 2001*, this policy applies to all Council, Local Board, Committee and Advisory Committee members.

## RESPONSIBILITIES

1. Council, Local Board, Committee and Advisory Committee members shall
  - a) Adhere to the Procedure By-law;
  - b) Fairly represent the diversity of community views in developing an overall strategy for the future of the Township;
  - c) Achieve sound financial management, planning and accountability, and;
  - d) ~~Be cognizant of the statutory obligations imposed on Council as a whole, as well as each individual Member of Council;~~ Members shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature, and Council.
  - e) Sign a letter of acknowledge of receipt and understanding of this policy, the form of which is set out as Schedule A to this policy.

## CONFIDENTIALITY

2. In their decision making process, Council, Local Board, Committee and Advisory Committee members are privy to information which may be confidential. It is expected that members of Council, Local Board, Committee and Advisory Committees shall :
  - a) Use confidential information appropriately, so as not to be used to their personal advantage or cause detriment or benefit to others;
  - b) Respect the status of confidential (personnel, legal, property acquisition, etc.) information;
  - c) Understand they are entitled to the same access rights to municipal information as any other member of the community, unless it is specifically relevant to a matter before Council, Local Board, Committee and Advisory Committee;
  - d) Keep confidential any information disclosed or discussed at a meeting or part of a meeting of Council, Local Board, Committee and Advisory Committee, that was closed to the public;
  - e) Keep confidential any information that is circulated to members of Council, Local Board, Committee and Advisory Committee that is marked "Confidential", or received in confidence verbally in preparation for the Closed meeting;
  - f) Keep information confidential even if the member ceases to be a member, and;
  - g) Only release information according to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), as amended from time to time.

## COMMUNICATIONS AND MEDIA RELATIONS

- 3.1 Members of Council, Local Board, Committee and Advisory Committee shall not communicate with any outside agency on policy issues including the media, Ministers of Federal/Provincial Governments or with MP's and MPP's without receiving Council approval.
  - 3.1.1 Despite Subsection 3.1, advertising or invitations for events, activities and fundraisers and general activities of a Council Local Board, Committee and Advisory Committee is permitted.
- 3.2 Members of Council, Local Board, Committee and Advisory Committee will accurately and adequately communicate the attitudes and decisions of Council, Local Board, Committee and Advisory Committees, even if they disagree with a majority decision so:
  - a. There is respect for the decision making processes
  - b. Information concerning adopted policies, procedures and decisions is conveyed openly and accurately.

## RELATIONSHIPS WITH STAFF AND OTHER MEMBERS OF COUNCIL, LOCAL BOARD, COMMITTEE AND ADVISORY COMMITTEE

- 4 Members of Council, Local Board, Committee and Advisory Committees shall:



- a. Acknowledge that only Council, Local Boards, Committee and Advisory Committees as a whole has the capacity to direct staff members to carry out specific tasks or functions;
- b. Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others,
- c. Refrain from publicly criticizing individual members of staff and/or Members of Council Local Boards, Committee and Advisory Committees in a way that casts aspersions on their professional competence and credibility; AND
- d. Recognize that certain members of staff are statutory officers and have specific statutory duties, authorities, powers and responsibilities with which Council, Local Board, Committee and Advisory Committee members shall not interfere.

## **GIFTS, HOSPITALITY AND OTHER BENEFITS**

- 5.1 Members of Council, Local Board, Committee and Advisory Committees shall not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment.
- 5.2 Members of Council, Local Board, Committee and Advisory Committees are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commission, hospitality, reward, advantage or benefit of any kind, personally or through a family member or business acquaintances, that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, "special consideration".
- 5.3 Members of Council, Local Board, Committee and Advisory Committees are prohibited from accepting, directly or indirectly, any gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Township.
- 5.4 The above policy does not preclude members of Council, Local Boards, Committee and Advisory Committees from accepting:
  - 5.4.1 The stipend paid to each member intended to fully remunerate members for service to the Corporation, Local Boards, Committee and Advisory Committees;
  - 5.4.2 A stipend from a board or commission that the member serves on as a result of an appointment by Council;
  - 5.4.3 Reimbursement of reasonable expenses incurred in the performance of office;
  - 5.4.4 Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
  - 5.4.5 Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Township at an event;
  - 5.4.6 Food and beverages at meetings, banquets, receptions, ceremonies or similar events;
  - 5.4.7 Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
  - 5.4.8 Gifts of a nominal value that are received as an incident or protocol or social obligation that normally and reasonably accompany the responsibility of the office, and;
  - 5.4.9 Political contributions that are otherwise offered, accepted and reported in accordance with applicable law.
- 5.5 Where it is not possible to decline unauthorized gifts, hospitality or other benefit, members of Council, Local Board, Committee and Advisory Committees shall report the matter to the Chief Administrative Officer (CAO). The CAO may require that the gift be retained by the Township or be disposed of for charitable purposes.

## **USE OF PROPERTY**

6. Members of Council, Local Board, Committee and Advisory Committees will only use municipal property, equipment, supplies or services of consequence, for activities connected with the discharge or official duties or associated community activities having the sanction of Council, Local Boards, Committee and Advisory Committees.

## **TRANSPARENCY AND OPENNESS IN DECISION MAKING**

7. Members of Council, Local Board, Committee and Advisory Committees will endeavour to:
  - a. Conduct and convey business in an open and public manner (other than subject matters being considered in a Closed meeting), so that residents and ratepayers are aware as to how conclusions or decisions are reached.

## **IMPROPER USE OF INFLUENCE**

8. No Member of Council Local Board, Committee and Advisory Committee shall use the influence of his or her office for any purpose other than the performance of the member's responsibilities as a member, and other official duties.

## **ENFORCEMENT**

9. The Integrity Commissioner as appointed by By-law shall investigate the application of the Council, Local Board, Committee and Advisory Committee Member Code of Conduct Policy on written complaint directed to the Director of Legislative Services/Clerk. The Director of Legislative Services/Clerk shall make a determination as to whether the matter falls under the jurisdiction of the Integrity Commissioner before forwarding a complaint. The Complaint process is set out as Schedule B to this policy.

## SCHEDULE A



**WELLINGTON NORTH**  
SEMPER PORRO

**CONFIRMATION OF UNDERSTANDING****TOWNSHIP OF WELLINGTON NORTH  
COUNCIL, LOCAL BOARD, COMMITTEE AND ADVISORY COMMITTEE  
MEMBERS CODE OF CONDUCT**

I have received a copy of the Township of Wellington North Council, Local Board, Committee and Advisory Committee Members Code of Conduct and have read the document carefully.

I understand all of the terms and agree to abide by them.

I understand that if I violate the Code of Conduct, I may be subject to an Integrity Commissioner investigation.

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Member Signature

---

Date

## SCHEDULE B



**WELLINGTON NORTH**  
SEMPER PORRO

**COUNCIL, LOCAL BOARD, COMMITTEE AND ADVISORY COMMITTEE MEMBER  
CODE OF CONDUCT COMPLAINT**

YOUR NAME				
		CONTACT INFORMATION		
HOME PHONE			CELL	
MAILING ADDRESS				
EMAIL				
		<i>Please outline your complaint/issue, including relevant dates, times, location and background information that might be pertinent to Integrity Commissioner investigation</i>		

.....2

OFFICE USE ONLY			
COMPLAINT #			
RECEIVED BY		DATE	
FORWARDED TO		DATE	
<input type="checkbox"/> Acknowledgement Letter  Date sent: _____  Staff name: _____		<input type="checkbox"/> Additional correspondence  Date sent: _____  Staff name: _____	
<b>ACTION TAKEN</b>			
<input type="checkbox"/> Director of Legislative Services/Clerk determines matter is under jurisdiction of I.C. Date Sent: _____  Staff Name: _____			
<input type="checkbox"/> Director of Legislative Services/Clerk forwards formal written complaint to I.C. Date sent: _____  Staff name: _____			
<input type="checkbox"/> Final Decision by I.C. Date sent: _____  Staff name: _____			

***Thank you for taking the time to express your concern(s).  
 If you have any questions about this process, please contact the  
 Clerk 519-848-3620 ex 4227 or kwallace@wellington-north.com***



## **Quarterly Newsletter of Wellington North Power Inc.**

**Quarter 3: July 1<sup>st</sup> to September 30<sup>th</sup> 2020**

A quarterly update for Municipal Councillors and Shareholders summarizing Wellington North Power Inc.'s initiatives and performance.

### **Message from the CEO / President**

Thank you for taking the time to read this 3<sup>rd</sup> quarter 2020 edition of the Wellington North Power Quarterly Newsletter.

Our main focus has remained on delivering our services as well as helping customers through challenging times. As we join with our community in controlling and reducing the spread of COVID-19, Wellington North Power has implemented new safety protocols and procedures. We have made changes in the office with the addition of barriers and distancing work spaces to keep our employees and the general public safe. I am looking forward to the time when the battle is won and we can get back to a new "normal".

Wellington North Power has been working towards completion of our 2020 capital projects specific to infrastructure improvements and system access initiatives. Our projects are on track for completion this year as planned. I remain encouraged by the interest in new development and growth in the area.

As previously reported, staff continue to inform customers of financial assistance programs (e.g. LEAP, OESP, CEAP) and are available to take telephone calls, answer emails and respond to emergencies.

*Jim Klujber – CEO/President, Wellington North Power Inc.*

### **1. Our Commitment**

As your local electricity distribution company, we take pride in providing safe, reliable electricity distribution to consumers in the urban areas of Arthur, Holstein and Mount Forest.

Our Mission Statement is: *"Wellington North Power Inc. (WNP) shall provide its customers with the most cost effective delivery of electricity safely, reliably and efficiently. This will be done while providing superior customer service and promoting customer education and green initiatives within its service area."*

Our strategic objectives are to:

- Manage a safe and reliable distribution system in an efficient and cost effective manner.
- Provide outstanding customer service.
- Continue to increase shareholder value.
- Meet all regulatory obligations.

## 2. 2020 Priorities

- Maintain day-to-day activities: System reliability, safety and customer service;
- Promote Health & Safety to protect staff and the general public;
- Complete capital projects adhering to safety regulations with no reported injuries;
- Work with and support stakeholders with encouraging economic growth in our communities;
- Control and manage operating expenses and capital expenditures;
- Comply with the Ministry of Energy and the energy regulator rules and codes; and
- Keep abreast of activities and speculation in the energy sector.

## 3. Updates

### Business

- WNP opened its office to the general public. To ensure the safety of our customers and staff, WNP implemented an appointment only protocol. This limits the number of customers entering our lobby area at any one time.
- YTD income remains below expectations due to reduced revenue and increased operating expenses as a result of the pandemic. We have seen improvements through cost control as well as electrical usage returning closer to expected levels. The net income for 2020 will be below target.
- WNP implemented the OEB approved rates for 2020 effective November 1<sup>st</sup>.

### Government:

- On July 13<sup>th</sup>, the Province launched a new COVID-19 Emergency Assistance Program (CEAP) available to those residents struggling to pay their utility bills as a result of COVID. WNP promoted this new financial program through bill inserts, social media and a notice in the “Wellington Advertiser”.
- August 31<sup>st</sup> 2020: Ontario Government launched COVID-19 Energy Assistance Program for Small Businesses:
  - CEAP-SB is a specific, time-limited program to provide a one-time, on-bill credit to electricity and natural gas small business consumers who have experienced hardships as a result of the pandemic.
  - Eligible customers can receive a one-time credit of \$425 applied to their hydro bill (or \$850 if they primarily use electricity for heating).
  - WNP has posted information on social media channels as well as its website including the application form.
- Effective November 1<sup>st</sup> customers can choose a plan that best suits their household and lifestyle with option of either TOU electricity rates or tiered pricing.
- The winter ban on electricity disconnections for non-payment for residential customers begins November 15<sup>th</sup>.

### Ontario Energy Board (OEB)

- The OEB published the 2020 winter rates for Residential and Small Business customers. Time-of-Use rates are: On-Peak 21.7 ¢/kWh, Mid-Peak 15.0 ¢/kWh and Off-Peak 10.5 ¢/kWh. Tiered prices are 12.6 ¢/kWh and 14.6 ¢/kWh

#### 4. Scorecard

Wellington North Power Inc. uses a Scorecard as an indicator to measure and monitor monthly performance in the four core areas of:

- a) Financial control - income, revenue and operating expenses;
- b) Reliability and safety - planned and unplanned power outages and events;
- c) Customer Service - telephone answer rate, scheduling of work, new connection rate, billing accuracy;

Below is a summary of the key elements of the Scorecard as at (year-to-date):

Indicator	Measure	Variance (YTD Target)	Notes (Summary of variance: Year-to-Date versus 2020 Plan).
Financial Value	Net Income	-12%	Year-to-date income is 12% below YTD budget – lower revenue and delay to starting capital programs.
	Revenue	-3%	Year-to-date revenue is 3% below YTD budget – predominately due to: a) Industrial & Commercial customers shut-down in April due to COVID-19 and b) WNP not implementing new May 1 <sup>st</sup> OEB-approved inflation adjusted distribution rates.
	Expenses	-2%	Year-to-date operating expenses slightly below budget.
Reliability	Power Outages due to WNP	-38%	No major outages caused by WNP in Q1 or Q2. Q3 had planned outages for work crews to work safely. Target maximum is 0.22, actual 0.30.
Service Quality	Customer Services indices	97%	WNP is performing ahead for each of the measured service indices in 2020. Services indices targets are set by the energy regulator. (E.g. calls answered, appointments scheduled and completed.)

Legend	Green	On plan / ahead of target
	Amber	Slightly behind plan – to monitor closely
	Red	Behind plan – remedial action required

Note: The “Financial Value” amounts shown are unaudited numbers.



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## 5. Major Projects for 2020

Project	Scope
Pole Line Projects	Wellington North Power plans to complete a number of smaller pole replacement projects.
System Access Projects	WNP will continue to work on a number of smaller projects that will facilitate the connection of new customers.
General Plant	Network and IT Upgrades including improvements for cybersecurity.
General Plant	Replacement of bucket truck (the order was placed in 4 <sup>th</sup> Quarter 2019).

## 6. Outlook

- a) A number of capital projects have been completed in Arthur and Mount Forest. WNP remains on target to complete the 2020 planned work. In addition, we continue to work with developers on new projects for 2021.
- b) WNP continues to promote and assist customers in applying for the Ontario Energy Support Program (OESP) initiative. The OESP program provides financial assistance to eligible low-income households and seniors in our community. Approximately 12% of WNP's customers are participating in the program.
- c) WNP will also continue to promote the COVID-19 Emergency Assistance Programs to our residential and small business customers to provide financial help if they have been affected by the pandemic.
- d) WNP continues to diligently prepare a Cost of Service application for the approval of May 1<sup>st</sup> 2021 rates. The application will include an updated Business Plan, a 5-year capital investment plan (2021 to 2025) and proposed operating budget for 2021. All of these items will be presented and discussed with WNP Board of Directors for approval prior to submission to the regulator. We plan to file the application with the Ontario Energy Board in the 4<sup>th</sup> Quarter of 2020.
- e) WNP are inputting and testing the 2020 winter rates and 2020 WNP distribution rates in the billing system to ensure bills for November usage are calculated accurately.
- f) In quarter 4, WNP is planning to upgrade its' financial system software and its' telephone software.
- g) In December 2020, WNP will be updating its' website to meet the necessary requirements of the Accessibility for Ontarians with Disabilities Act (AODA). Under this scope of work, the utility will also be making the website easier for viewers to navigate and provide a more secure-way for WNP to receive on-line forms from customers.

Should you have any questions or feedback or require further information, please contact Jim Klujber (CEO/President) [jklujber@wellingtonnorthpower.com](mailto:jklujber@wellingtonnorthpower.com) or telephone 519-323-1710.

## MEDIA RELEASE

*For Release:* Immediately

### 70 YEARS OF COLLABORATIVE LAND USE PLANNING ON THE CUSP OF BEING COMPROMISED

**November 25, 2020 - Formosa, ON** – The Province has announced changes to the *Conservation Authorities Act* in Schedule 6 of Bill 229: Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020 that will significantly impact the ability of conservation authorities (CAs) to protect people, property, and the environment in the future.

“This is a fundamental time in the history of our Province”, said Dan Gieruszak, Chair of the Saugeen Valley Conservation Authority (SVCA), “the changes to the *Conservation Authorities Act* will impact the future of environmental protection in the Province of Ontario and is likely to have unintended consequences. Our local environments protect us from extreme local weather events caused by global climate change. We have significant examples across the Province of extreme weather in recent years and it appears the Province has not responded to feedback provided through consultations. At a time when funding should be increased to provide more robust science-based decision making, it appears the Province is headed in the other direction. Therefore, SVCA is requesting the repeal of Schedule 6 from Bill 229”.

“Since 1956, Ontario’s conservation authorities have defined and defended floodplains to ensure both public safety and property protection,” said Jennifer Stephens, General Manager of the Saugeen Valley Conservation Authority. “Seventy years of collaborative land use planning with the intent to keep our communities safe is on the cusp of being compromised by the proposed changes.”

Stephens explained that conservation authorities do their work on a watershed basis and that makes us a unique entity in Ontario. CAs use science-based watershed information to safeguard Ontario communities from upstream to downstream.

The Province has proposed changes that will negatively impact the current permit review process, which would in fact run contrary to the government’s desire to help modernize conservation authorities and ensure they operate with greater focus and efficiency. In good faith, the SVCA and Conservation Authorities across Ontario have taken steps to achieve greater focus and efficiency, to reduce costs to member municipalities, so it is disheartening to see the changes from the Province do not support these bold initiatives.

#### Watershed Member Municipalities

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

“If the Province intends to take on the decision-making role through the revised appeal process, we have not seen evidence that they are adding science and engineering expertise to ensure people and property are as safe or safer with these changes. We have always supported the reduction of red tape – but not at the expense of people and property,” said Gieruszak.

Fundamentally, by shifting the conservation authority role in the plan review process as proposed will result in a fragmented approach to environment protection, not only within watersheds, but across the Province.

It is important to have your voice heard. Saugeen Valley Conservation Authority encourages residents and watershed partners to reach out to the Premier, the Minister of Finance, the Minister of Environment, Conservation and Parks, the Minister of Natural Resources and Forestry and the Minister of Municipal Affairs and Housing, as well as local MPPs to request them to repeal Schedule 6 of the *Bill 229: Protect, Support and Recover from COVID 19 Act (Budget Measures Act)*, 2020.

To learn more about the proposed changes to the *Conservation Authorities Act*, the public is encouraged to visit Conservation Ontario’s website at <https://conservationontario.ca/policy-priorities/conservation-authorities-act>.

-30-

***For more information, please contact:***

Dan Gieruszak, Chair, Saugeen Valley Conservation Authority  
Cell: 226-668-9182



## CERTIFICATE OF RECOGNITION

FOR YOUR ROLE IN THE FIGHT AGAINST  
CHILDHOOD CANCER!

This certificate is presented to:

# WELLINGTON NORTH TWP. OFFICE

FOR PARTICIPATING IN JAMMIE DAY 2020

A blue ink signature of Lindsay Foulon, written in a cursive style, positioned above a horizontal line.

**LINDSAY FOULON**

Co-Founder

A blue ink signature of Jodie Rawn, written in a cursive style, positioned above a horizontal line.

**JODIE RAWN**

Co-Founder

# Former County Councillor Doreen Hostrawser Receives 2020 Luella Logan Award for Outstanding Service by a Woman in Politics

Posted On Thursday November 26, 2020

**WELLINGTON COUNTY, ON** - At today's County Council meeting, it was announced that past County Councillor, Mrs. Doreen Hostrawser, has been selected as the recipient of the 2020 Luella Logan Award for Outstanding Service by a Woman in Politics.

The annual Luella Logan Award for Outstanding Service by a Woman in Politics is presented to a retired female politician who has shown outstanding service in local politics with the County of Wellington, or one of the County's member municipalities. The recipient will receive a donation of \$1,500 to allocate to the charity of her choice.

The award is funded through a generous donation the County received from Mr. Robert Logan in recognition of his late wife, the first female councillor to sit on Wellington County Council, Luella "Lou" Logan.

Mrs. Hostrawser wanted to select a charity that all residents in the County could benefit from. She selected The River Trail in Arthur. The donation will be used to maintain the trail and ensure it is kept for many generations to enjoy.

"On behalf of County Council, I would like to congratulate Doreen Hostrawser on receiving this award," said Warden Kelly Linton. "Luella Logan contributed so much to Wellington County during her political career and this award is a wonderful way to honour her legacy."

-30-

**Media Contact:**

**Donnna Bryce, County Clerk**

**T 519.837.2600 x 2520**

**E donnab@wellington.ca**



Darling International Canada Inc.

8406 Wellington County Rd. 7

R. R. #1

Moorefield, ON N0G 2K0

T +1 519-638-3081

F +1 519-638-3410

[rothsay.ca](http://rothsay.ca)

December 08, 2020

Attention: Mr. Mike Givens, CAO  
Township of Wellington-North

Township of Wellington-North Consideration of Resolution of Support for Rothsay  
Moorefield

Please accept this letter on behalf of and for presentation and review with the Township of Wellington-North council members with respect to a request for a Resolution of Support for the Moorefield Facility, Rothsay, A Division of Darling International Canada Inc.

Darling International Canada Inc. has appealed specific conditions of Darling International's Amended Environmental Compliance Approval No. 5238-BSVRHU pertaining to the Rothsay Moorefield Plant to Ontario's Environmental Review Tribunal (Ref ERT File 20-033).

As part of the appeal process Rothsay Moorefield will be presenting arguments to the Environmental Review Tribunal which will include the significant impacts and importance of the facility/business to the local communities and to the agribusiness industry overall.

In furtherance of a Council Resolution, I write to request the Township of Wellington-North support for Moorefield Rothsay, Darling International Canada Inc. with respect to the benefit of its critical agribusiness operations. Benefits of this facility and operations in the Township of Wellington-North and the surrounding communities include: direct and indirect employment; direct and indirect economic impact on agribusiness supply chains from farm to food and feed; and direct and indirect impact to the environment through sustainable and responsible value added conversion of otherwise waste materials.

As part of a Letter of Resolution of support Rothsay requests the Township of Wellington-North asks the Environmental Review Tribunal to carefully factor into any decision the essential importance of Rothsay Moorefield to the Township of Wellington-North, the local employment base, as well as agribusiness interests in the Moorefield area and service areas beyond.

Rothsay is not seeking alignment nor agreement in support of the technical and/or legal merits of the appeal, rather is seeking support and recognition of the importance of sustainable operations and services in the communities in which we operate.

The following is provided as background information on the overall Rothsay Moorefield operations and on the appeal to the ERT.

Darling International has been serving the Canadian food industry with sustainable animal by-product collection, processing and feed ingredient manufacturing solutions since the 1950s. The Rothsay Moorefield Facility processes approximately 4,200 metric tonnes of raw material weekly, comprised of poultry and pork by-products and poultry feathers. It supplies finished protein and fats through ingredient commodity markets to clients including all the major feed mills and pet food manufacturers in Ontario, across Canada, and internationally.

The Rothsay Moorefield Facility collects, converts, and creates value-added products from 800 clients including all major pork and poultry producers in Ontario. In converting animal by-products into value-added products, the Rothsay Moorefield Facility is a critical part of the sustainable agribusiness supply chain.

Rothsay Moorefield operates under a Ministry of Environment Conservation and Parks (MECP) issued Environmental Compliance Approval (Air). As part of an upgrade to the facility to expand poultry processing capacities to meet the year over year growth in the poultry food and feed industries, a new ECA (Air) was issued to the facility. The Amended ECA places certain conditions on Rothsay's operations notably new odour emission limits that may not be (consistently) achievable and thus may result in stoppages, interruptions and/or reductions at the Rothsay Moorefield Plant which has potential to have significant impacts on the agribusiness sector we serve and in the Township of Wellington-North. Shut-downs – permanent or temporary, or other operational limitations or interruptions, will impact agribusiness supply chains and the direct and indirect employment base for many in the Township of Wellington-North. It will also cause a chain-reaction in the meat and animal supply chain – both upstream and downstream of Rothsay.

If the Township of Wellington-North Council members vote to support a Letter of Resolution on behalf of Moorefield Rothsay Darling International Canada Inc it should be addressed as follows:

Environmental Review Tribunal  
655 Bay Street, Suite 1500  
Toronto ON M5G 1E5

Attention: Crisann Alevizos, Case Coordinator  
Crisann.Alevizos@ontario.ca

In its letter, Ontario Pork should also reference the case name (Darling International Canada Inc. v. Ontario (Environment, Conservation and Parks)) and the Case Number (20-033).

On behalf of Rothsay Moorefield, Darling International Canada Inc. thank-you for your consideration of and time to review this request with Council members for the Township of Wellington-North.

Sincerely

**Duff Moore**  
Plant Manager, Moorefield

**ROTHSAY**

**Sustainable solutions for a greener tomorrow**

8406 Wellington County Road 7  
Moorefield, Ontario, N0G 2K0  
T: 519-638-3081 ext. 52543  
C: 226-979-8297  
**duff.moore@rothsay.ca**

Rothsay is a division of Darling International Canada Inc., a Darling Ingredients company

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

## **BY-LAW NUMBER 100-20**

**BEING A BY-LAW TO AMEND BY-LAW 018-19 BEING A BY-LAW  
TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF  
COUNCIL, LOCAL BOARD, COMMITTEE AND ADVISORY  
COMMITTEES OF THE TOWNSHIP OF WELLINGTON NORTH.**

**WHEREAS** Council of the Corporation of the Township of Wellington North deems it expedient to amend the Code of Conduct for Council Local Board, Committee and Advisory Committees;

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

1. REMOVE all references to Council and Local Board and REPLACE with Council, Local Board, Committee and Advisory Committee
2. RESPONSIBILITIES amend 1d) to read:  
Members shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature, and Council.
3. COMMUNICATIONS AND MEDIA RELATIONS add clause
  - 3.1 Members of Council, Local Board, Committee and Advisory Committee shall not communicate with any outside agency on policy issues including the media, Ministers of Federal/Provincial Governments or with MP's and MPP's without receiving Council approval.
  - 3.2 Despite Subsection 3.1, advertising or invitations for events, activities and fundraisers and general activities of a Council Local Board, Committee and Advisory Committee is permitted.
4. IMPROPER USE OF INFLUENCE add  
No Member of Council Local Board, Committee and Advisory Committee shall use the influence of his or her office for any purpose other than the performance of the member's responsibilities as a member, and other official duties.



5. That this by-law shall come into force on and take effect upon its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
14TH DAY OF DECEMBER, 2020.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 101-20**

**BEING A BY-LAW TO AMEND BY-LAW 083-20 BEING A BY-LAW TO APPOINT A POUNDKEEPER FOR THE TOWNSHIP OF WELLINGTON NORTH**

**WHEREAS**, the Township of Wellington North deems it expedient to amend By-law 083-20.

**THEFORE THE COUNCIL OF THE TOWNSHIP OF WELLINGTON NORTH  
ENACTS AS FOLLOWS:**

1. **THAT** the following clause be inserted into By-law 083-20  
Remuneration for a poundkeeper shall be as follows:

\$100.00 per call out  
\$ 25.00 per hour while attending a call  
\$ 25.00 per hour for attending hearings/meetings  
Mileage at the approved municipal rate

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
14<sup>th</sup> DAY OF DECEMBER 2020.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 102-20**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN  
AGREEMENT FOR DRAINAGE SUPERINTENDENT  
SHARED SERVICES AGREEMENT 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 an Agreement for Drainage Superintendent Shared Services 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 14TH DAY OF DECEMBER, 2020.**

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**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

DRAINAGE SUPERINTENDENT  
SHARED SERVICES AGREEMENT

BETWEEN

THE TOWN OF MINTO  
(hereinafter “Minto”)

- and -

THE TOWNSHIP OF WELLINGTON  
NORTH  
(hereinafter “Wellington North”)

**WHEREAS** Subsection 93(1) of the *Drainage Act* Chapter D 17, as amended authorizes that the council of a local municipality may by-law appoint a drainage superintendent

**AND WHEREAS** Subsection 93(2) of the *Drainage Act* Chapter D 17, as amended authorizes that two or more municipalities may appoint the same person to be a drainage superintendent within each municipality. 2010, c. 16, Sched. 1, s. 2 (35).

**AND WHEREAS** Wellington North wishes to engage Minto to provide Drainage Superintendent Services to the operation of Wellington North, 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:

NOW THEREFORE, in consideration of the mutual covenants contained herein and in the Employment Agreement, and other good and valuable consideration, the parties hereto agree as follows:

**ARTICLE 1 – SERVICES AND COMMENCEMENT OF AGREEMENT**

**1.01    Services**

Subject to the terms and conditions of this Agreement, the Drainage Superintendent shall provide Wellington North with the services (“Services”) described in the Job Description attached as ***Schedule A*** to this Agreement, which is incorporated herein by reference, including, but not limited to drainage meetings, drainage inspections and coordination of drainage projects.

**1.02    Commencement of Services**

This Agreement shall be effective on the date this Agreement is executed by the parties.

**ARTICLE 2 - PAYMENT FOR SERVICES**

**2.01    Payment for Services**

Wellington North shall reimburse Minto for the costs of the Superintendent’s salary, wages, vacation pay, sick pay, benefits and other remuneration for Services rendered to Wellington North in accordance with the terms of this Agreement. Time sheets are to be signed by the Manager in Wellington North and to be submitted to Minto immediately following approval.

It is acknowledged that the hourly wage shall be as determined by Minto and as set out in an employment contract between the Superintendent and Minto.

Wellington North’s proposed hourly rate for the Superintendent is a range of \$44.16 to \$52.14 and includes a share of the costs of benefits, sick, vacation days, Statutory Holidays, safety wear, mileage, computer, phone, etc. The hourly rate shall be subject to salary grid movements, cost of living adjustments and any applicable market adjustments that take effect over the course of the agreement.

The hours required by each municipality of the Superintendent are to be billed as actual hours worked with the understanding that the time of the Superintendent in Wellington North will be between 40% - 60% of the Superintendents time.

**2.02    Invoices**

Payment shall be made to Minto with respect to the costs referred to in Section 2.01 and 2.03 within thirty (30) days from receipt by Wellington North of proper invoices which shall be submitted by Minto to Wellington North on a monthly basis.

**2.03    Shared Costs**

The expenses set out below are included in the hourly rate quoted for the Superintendent in section 2.01 and will be proportionately shared between Minto and Wellington North based on actual hours worked.

The hourly rate billed to Wellington North will cover:  
All Benefits (CPP, EI, WSIB, EHT, OMERS and Health Benefits) Statutory Holiday Pay  
Paid Vacation  
Pay Sick Pay  
Safety Wear  
Memberships to professional organizations Training and Conferences  
Mileage to Training, Conferences (when a municipal vehicle is not available for use)  
Cell Phone  
Materials and Equipment including laptop

**ARTICLE 3 – COVENANTS OF WELLINGTON NORTH**

**3.01    Services**

Minto shall cause the Superintendent to render performance of their Services under this Agreement to the best of their ability and in a competent and professional manner. The two municipalities shall each conduct performance reviews and jointly collaborate during the hiring process.

The Superintendent shall provide Wellington North with monthly reporting for Council outlining drainage services provided to Wellington North.

Minto and Wellington North will each be independently responsible for preparing and submitting all paperwork in relation to the OMAFRA Drainage Grant Program.

**3.02    Time of Services**

Minto shall cause the Superintendent to devote, on average, up to twenty (20) hours per week to Wellington North of the Superintendent’s time, attention and ability to the business of Wellington North. Hours of service may be reasonably adjusted from week to week upon agreement between the parties. A schedule based on a month at a time will be provided to each party at the beginning of each month. Any changes will be communicated to each party.

**3.03 Laws, Codes and Regulations**

Minto shall be responsible for complying with all applicable laws in connection with the provision of the Services of the Superintendent under this Agreement.

**3.04 Supervision**

Wellington North shall provide the Superintendent with a safe and suitable workplace, which includes, without limitation, adequate internal controls, supervision and instructions when the Superintendent is rendering Services for them.

**3.05 Conducts of Officers, Employees and Agents of Wellington North**

Wellington North will be responsible for the conduct of its own officers, employees and agents while the Superintendent is rendering Services under this Agreement.

**3.06 Employment**

All matters relating to the employment of the Superintendent during the term of this Agreement shall be the sole responsibility of Minto. Minto shall continue to pay and provide for the salary, wages, vacation pay, sick pay, benefits and other remuneration of the Drainage Superintendent during the term of this Agreement and shall pay, deduct and, where applicable, remit to the appropriate government authorities all income taxes, contributions, premiums and assessments for Worker's Compensation, Employer Health Tax, Canada Pension Plan and Employment Insurance in respect of the Superintendent.

**3.07 Drainage Superintendent is not an Employee of Wellington North**

The Superintendent in performing their Services under this Agreement is acting as an employee of Minto and not as an employee of Wellington North. The Superintendent shall not be entitled to receive from Wellington North any remuneration or benefits whatsoever.

**3.08 Mutual Insurance**

Minto and Wellington North will each be required to hold Commercial General Liability Insurance with a limit no less than \$5,000,000.00.

**3.09 Indemnification**

Minto shall indemnify and hold its employees, elected officers, agents and representatives harmless from and against all liability for all damages of any nature whatsoever, including any bodily injury or personal damage claim and any damage to or loss of use or loss of any personal or real property, which is caused by or directly attributable to the fault, failure or negligence of Minto, its employees, officers, directors, agents and representatives for which it may be responsible in the performance of the Services, but only to the extent of and in proportion to the degree of fault, failure or negligence of Minto, its employees, officers, directors, agents and representatives.

Wellington North shall indemnify and hold its employees, elected officers, agents and representatives harmless from and against all liability for all damages of any nature whatsoever, including any bodily injury or personal damage claim and any damage to or

loss of use or loss of any personal or real property, which is caused by or directly attributable to the fault, failure or negligence of Wellington North, its employees, officers, directors, agents and representatives for which it may be responsible in the performance of the Services, but only to the extent of and in proportion to the degree of fault, failure or negligence of Wellington North, its employees, officers, directors, agents and representatives.

**3.10 Mileage**

Wellington North will be responsible for directly reimbursing the Drainage Superintendent for all mileage driven on Wellington North business. The mileage rate paid will be reflective of the Town of Minto mileage rate.

Mileage or travel time will not be paid to the Drainage Superintendent for travel time between municipalities.

**ARTICLE 4 – TERMINATION**

**4.01 Termination of Agreement**

This Agreement may be terminated by either Minto or Wellington North on 90 days written notice, or such shorter period as may be agreed to.

**4.02 Termination by Either Party for Cause**

The provision of the Services of the Drainage Superintendent under this Agreement may be terminated by one party giving notice of termination to the other party upon the other party being in breach of a material term of this Agreement and such breach continuing for a period of 30 days after notice has been given to it by the party not in breach specifying such breach and requiring the other party to cure the breach.

**4.03 Provisions which Operate Following Termination**

Notwithstanding any termination of this Agreement or the provision of the Services of the Drainage Superintendent under this Agreement for any reason whatsoever, with or without cause, the provisions of Article 4 and any other provisions of this Agreement necessary to give efficacy thereto shall continue in full force and effect following any such termination.

**ARTICLE 5 – INTERPRETATION AND ENFORCEMENT**

**5.01 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 shall not affect the construction or interpretation of this Agreement. The terms “this Agreement”, “hereof”, “hereunder” and similar expressions refer to this Agreement and not to any particular Article, 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, reference herein to Articles and Sections are to Articles and Sections of this Agreement.

**5.02 Assignment**

Neither party shall assign this Agreement without the prior written consent of the other party. Any attempt to assign this Agreement without prior consent shall be void.

**5.03 Benefit of Agreement**

This Agreement will endure to the benefit of and be binding upon the respective heirs, executors, administrators, other legal representatives, successors and permitted assigns of the parties hereto.

**5.04 Entire Agreement**

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and cancels and supersedes any prior understandings and agreements between the parties hereto with respect thereto.

There are no representations, warranties, terms, conditions, undertakings or collateral agreements, express, implied or statutory, between the parties other than as expressly set forth in this Agreement.

**5.05 Amendments and Waivers**

No amendment to this Agreement will be valid or binding unless set forth in writing and duly executed by both of the parties hereto. No waiver of any breach of any provision of this Agreement will be effective or binding unless made in writing and signed by the party purporting to give the same and, unless otherwise provided, will be limited to the specific breach waived.

**5.06 Severability**

If any provision of this Agreement is found to be unenforceable, that provision will be severed from this Agreement and the remainder of this Agreement will remain in full force and effect unless the parties otherwise agree in writing.

**5.07 Notices**

Any demand, notice or other communication to be given in connection with this Agreement must be given in writing and will be given by personal delivery or by electronic means of communication addressed to the recipient as follows:

**To Town of Minto:**  
5941 Highway 89  
Harriston, ON N0G 1Z0  
Attention: Mike McIsaac

**To Township of Wellington North**  
7490 Sideroad 7W,  
PO Box 125  
Kenilworth, ON N0G-2E0  
Attention: Dale Clark

Or to such other address, individual or electronic communication number as may be designated by notice given by either party to the other. Any demand, notice or other communication given by personal delivery will be conclusively deemed to have been given on the day of actual delivery thereof and, if given by electronic communication, on the day of transmittal thereof if given during the normal business hours of the recipient and on the next day other than a Saturday, Sunday or statutory holiday in Ontario during which such normal business hours next occur if not given during such hours on any day.

**5.08 Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

**5.09 Attornment**

This Agreement will be deemed to have been performed in the Province of Ontario and the courts of the Province of Ontario will have jurisdiction to entertain any action arising under this Agreement. Minto and Wellington North each hereby attorns to the jurisdiction of the courts of the Province of Ontario.



5.10 **Counterparts**

This Agreement may be executed in counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first set forth above

**TOWN OF MINTO**

Per: \_\_\_\_\_  
Mayor George Bridge

Per: \_\_\_\_\_  
Clerk Annilene McRobb

**TOWNSHIP OF WELLINGTON NORTH**

Per: \_\_\_\_\_  
Mayor Andrew Lennox

Per: \_\_\_\_\_  
Clerk Karren Wallace

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 103-20

### BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY AND TO REPEAL BY-LAWS 119-20 AND 018-20

**WHEREAS** *Municipal Act*, 2001 (hereinafter called “the Act”) permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

**WHEREAS** *The Planning Act*, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters.

**WHEREAS** the *Building Code Act*, provides that a Council of a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits.

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

1. **THAT** the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-law:
 

Schedule “A”	-	Administration
Schedule “B”	-	Building Department
Schedule “C”	-	Cemeteries
Schedule “D”	-	Fire/Rescue
Schedule “E”	-	Licensing & Lotteries
Schedule “F”	-	Planning Department
Schedule “G”	-	Roads
2. **THAT** the effective date of the fees and charges is January 1, 2021.
3. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).
4. **THAT** unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.

5. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with the *Municipal Act*, 2001.
6. **THAT** this by-law shall be known as the "Fees and Charges By-law".
7. **THAT** this by-law shall come into force effective January 1, 2021.
8. **THAT** By-law Number 112-19, and amending By-law 018-20, be repealed on January 1, 2021.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14TH DAY OF DECEMBER, 2020.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

**SCHEDULE "A"**  
**ADMINISTRATION**

**Effective January 1, 2021**

<b>DESCRIPTION</b>	<b>FEE</b>
Marriage Licence	\$125.00
Certification of Documents	\$10.00 per document
Commissioning of Documents (Municipal Forms Only)	No Charge
Commissioning Documents	\$30.00 per document
Completion of Pension Forms (Township resident only*)	No Charge* \$30.00 per document – Non Residents
Fax Charges	\$1.00 per page local \$2.00 per page long distance
Flags Wellington North Canadian Flag	\$100.00 \$50.00
Freedom of Information Requests (legislated fees)	\$5.00 application fee plus disbursements (i.e. photocopying) plus Record Preparation at \$12.55 per quarter hour
NSF Cheque Charge	\$30.00
Photocopies (8½ x 11)	Black and White \$0.25 per page Colour \$1.50 per page
Tax Certificate	\$50.00
Tax Account Statement or Bill Reprint	\$10.00
Tax Sale Proceedings	\$250.00 Administration Fee Plus Cost recovery of fees and disbursements as charged by consultants and solicitors
Burial Permit	\$15.00
Fee for services provided by municipal employees per hr per employee	\$50.00
Tax Arrears Penalties & Interest	Refer to current Tax Rates By-law
Civic Addressing 911 Sign 911 Post	\$25.00 \$20.00
Electric Vehicle Charging Station	Level 2: \$0.05/minute Level 3: \$0.28/minute

**SCHEDULE "B"**  
**BUILDING DEPARTMENT**

**Effective January 1, 2021**

SECTION NO.	DESCRIPTION	FEE	
		Per Sq. Ft.	Admin. Fee
1.1	Assembly and Institutional Occupancies (Group A & B) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .45	\$260.00 \$130.00 \$130.00
1.2	Residential Occupancies (Group C) New Construction a) Single family detached b) Semi-detached/Row-house per unit c) Apartment per unit	<b>FLAT RATE</b> \$3,000.00 \$2,200.00 \$1,200.00	
1.3	Residential Occupancies (Group C) Addition/Renovation d) New construction e) Basement with ceiling height $\geq 6'-11"$ (2,100 mm) f) Renovation/alteration less than 500 Sq. Ft. g) Renovation/alteration greater than 500 Sq. Ft. h) Attached garage or carport i) Detached garage or carport j) Accessory building k) Deck/porch/veranda	.91 .32 .00 .32 .39 .39 .19 .19	\$260.00 \$260.00 \$260.00 \$260.00 \$130.00 \$130.00 \$130.00 \$130.00
1.4	Business and Mercantile Occupancies (Group D & E) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .39	\$260.00 \$130.00 \$130.00
1.5	Industrial Occupancies (Group F) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.52 .00 .39	\$260.00 \$130.00 \$130.00
1.6	Agricultural and Farm Building a) New livestock buildings and additions -First 10,000 Sq. Ft. -Over 10,000 Sq. Ft. b) Livestock renovations c) Sheds/shops d) Quonset/economy structure e) Silos/grain bins f) Manure storage or Pit silos -Uncovered -Covered -Roof over existing	.31 .26 .02 .17 .12 .05 .05 .12 .07	\$260.00 \$260.00 \$260.00 \$260.00 \$130.00 \$130.00 \$130.00 \$130.00 \$130.00

**SCHEDULE "B" (CONTINUED)**  
**BUILDING DEPARTMENT****Effective January 1, 2021**

SECTION NO.	DESCRIPTION	FEE	
		Admin. Fee	
1.7	Temporary Structure a) Portables, meteorological towers, etc. b) Special occasion tent	\$260.00 \$130.00	
1.8	Septic Systems a) All classes, new or replacement b) Tank replacement c) Leaching bed replacement	\$520.00 \$130.00 \$390.00	
1.9	Commercial Wind Turbines	\$260 admin. plus \$59 per \$1,000 of const. value	
2.0	Buildings or Structures that do not fit elsewhere in this Schedule	\$260 admin. plus \$13 per \$1,000 of const. value	
3.0	Demolition Permit a) Class "A" b) Class "B"	\$130.00 \$260.00	
4.0	Conditional Permit Full permit fee as calculated under Section 1 Additional permit security may be required Designated Structure the same as Section 1	\$260.00	
5.0	Transfer permit	\$260.00	
6.0	Change of Use (no construction)	\$130.00	
7.0	Reapplication	\$130.00	
8.0	Inspection of wood burning appliance installation	\$130.00	
9.0	Pool Enclosure Fence	\$130.00	
10.0	L.L.B.O. inspections and letters for occupant loads	\$130.00	
11.0	Certificate of Compliance – Building and Zoning	\$100.00	
12.0	Works Damage/Lot Grading where applicable	<b>Deposit</b> \$1,900.00	<b>Fee</b> \$100.00

**NOTE TO SCHEDULE**

An investigation fee equal to the applicable building permit fee shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee to be charged when permit is issued, at the discretion of the CBO.

**SCHEDULE "C" CEMETERIES****Effective January 1, 2021**

<b>DESCRIPTION</b>	<b>FEE</b>
<b><u>SALES</u></b>	
Single Grave 3 ½ feet x 10 feet (plot \$510.00) (Care and Maintenance Fund included) (40% of selling price \$340.00)	\$850.00
Single niche to accommodate two urns (Niche \$935.00) Care and Maintenance Fund (165.00)	\$1,100.00
<b><u>INTERMENT/INURNMENT</u></b>	
Adult	\$600.00
Infant without device and dressing	\$175.00
Cremated remains in standard plot	\$275.00
Double depth charge – extra	\$175.00
Inurnment in niche	\$175.00
Scattering garden	\$100.00
<b><u>Surcharges:</u></b>	
Saturday funerals until 12 noon & holidays - standard burial	\$345.00
Saturday funerals until 12 noon & holidays - cremated remains	\$230.00
Saturday funerals until 12 noon & holidays - niche	\$125.00
Burials inurnments that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	\$125.00
<b><u>DISINTERMENT</u></b>	
Disinterment	600.00
<b><u>VAULT STORAGE</u></b>	
	\$175.00
<b><u>MONUMENT INSTALLATIONS</u></b>	
Staking fee	\$50.00
Monument care & maintenance fund:	
Flat marker (under 1,116.13 sq centimeters-173 sq inches)	0
Flat Marker (over 1,116.13 sq centimeters-173 sq inches)	\$50.00
Upright to 4 feet (including base)	\$100.00
Upright over 4 feet (including base)	\$200.00
<b><u>ADMINISTRATION</u></b>	
Transfer of Interment Rights	\$50.00
Research per hour	\$50.00

NOTE: Amendments subject to approval from Ministry of Consumer Services – Cemetery Regulation Unit

**SCHEDULE "D"**  
**FIRE/RESCUE**

**Effective January 1, 2021**

<b>DESCRIPTION</b>	<b>FEE</b>
<b>Inspections: By Request Only</b>	
Single Residence	\$100.00
Institution / Industrial / Commercial	\$125.00
Apartments / Condominiums	\$100.00 plus \$10.00 per unit
<b>Fire Search Fees / Approvals</b> Fire Reports	\$200.00
Fire investigation reports	\$200.00
<b>Motor Vehicle Incidents:</b> Non-residents/non-taxpayers of Wellington North are involved in a motor vehicle accident within the municipal boundary of the Township of Wellington North that require the Fire / Rescue to respond to the scene, will be invoiced firstly to the owner's insurance provider. In the case where there is no insurance payable, the owner shall be billed directly	\$477.00 per response unit for first hour and \$238.50 per response unit for each half hour thereafter
<b>Administration &amp; Enforcement:</b> Spills Act and Transportation of Dangerous Goods Act: The cleanup of hazardous material spills	Current MTO Rates \$477.00 per vehicle per hour \$238.50 Per Half Hour thereafter  Clean up costs to cover materials used  <b>Plus</b>  Administration Fee of \$50.00 per hour
<b>Open Air Burning:</b> Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act	\$477.00 per response unit for first hour <b>and</b> \$238.50 per response unit for each half hour thereafter <b>Plus</b> Administration Fee of \$50.00 per hour per Fire-fighter
Securing of Premises after a fire	\$50.00 per hour per Fire-Fighter



**SCHEDULE "D" (CONTINUED)**  
**FIRE/RESCUE****Effective January 1, 2021**

<b>DESCRIPTION</b>	<b>FEE</b>
<b>False Alarms:</b> The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Township of Wellington North Fire Department that the false alarms were preventable. The totals shall be calculated within each calendar year with each year being considered separately.	
First False Alarm - Warning	n/c
Second False Alarm	n/c
Third False Alarm	\$600.00
Four or More False Alarms	\$1,200.00
Fire Alarm Monitoring/Fire Watch	\$450.00 per vehicle per hour \$255.00 per half hour thereafter
Liquor Occupancy Permit Authority Have Jurisdiction Letter to Alcohol and Gaming Commission	\$150.00
Fire Safety Plan Review	\$150.00
Fire Extinguisher Training	\$100.00 per hour
Mobile/Seasonal Vendors Inspection	\$25.00
Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents)	\$75.00 per container

**Extraordinary Expenses**

If Wellington North Fire responds to a fire or other emergency at a property and determines, or the Officer in Charge determines, that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Wellington North Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Wellington North Fire responds to a fire or other emergency at a property and incurs damage or contamination to equipment such as personal protective equipment, hoses or other non-consumable materials that require cleaning and decontamination or replacement thereof, as a result of the service to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Fire & Emergency Services for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.

## SCHEDULE "E" LICENCING AND LOTTERIES

Effective January 1, 2021

DESCRIPTION	FEE
<b>Animal Control</b>	
New Kennel Licence	\$500.00*
Renewal of Kennel License	\$250.00* *plus inspection fee charged by animal control officer
Licensing a dog	\$20.00
Replacement tag	\$10.00
Notice of Renewal Letter (2 <sup>nd</sup> and subsequent notices)	\$5.00 per Letter
Enumeration Charge	\$10.00
Impounding a Dog	\$150.00
Boarding Fees for an impounded dog / day	\$25.00
Additional Charges may apply pursuant to the Canine Control Bylaw	
<b>Business Licensing Fees</b>	
Food Vehicle Stand	\$100.00
Donation Box	\$100.00
Temporary Vendor	\$200.00
Administrative Penalty	\$300.00
Donation Box removal	
	Actual cost of labour

DESCRIPTION	FEE
Lottery Licences	
• Raffle	\$20.00
• Blanket	\$20.00
• Bingo	\$20.00
• Other	\$20.00
Break Open Tickets	\$10.00 per box

**SCHEDULE "F"**  
**PLANNING**  
**Effective January 1, 2021**

DESCRIPTION	FEE	
Committee of Adjustment – Minor Variance	\$2,000.00	
Zoning Amendment	\$9,000.00	
Holding Zone Removal By-law	\$1,000.00	
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement	\$1,000.00	
Certificate of Compliance Plan of Subdivision/Condominium, Site Plan and Development Agreements	\$130.00	
Part Lot Control	\$1,000.00	
Clearances for Severance Conditions	\$130.00	
Cash in Lieu of Parkland (severances and part lots pursuant to part lot control exemption) to be used for existing parks and recreation maintenance and development	\$1,000.00 per lot or part lot	
Fee for services provided by Municipal employees	\$50.00 (per hour, per employee)	
Copy of Zoning By-law	\$30.00	
	DEPOSIT (refundable)	ADMINISTRATION (not refundable)
Plan of Subdivision or Condominium New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	\$15,000.00	\$10,000.00
Review of Draft Plan of Subdivision or Condominium	\$5,000.00	\$6,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> <li>Minor</li> </ul>	\$3,500.00	\$2,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> <li>Complex</li> </ul>	\$6,000.00	\$3,000.00
Site Plan Control Amendments	\$700.00	\$300.00
Lot Grading/surface Works Security Deposit	\$1,900.00	\$100.00
Development Agreement	\$5,000.00	\$2,000.00

**DEPOSITS**

- Deposits less the disbursement fees and third party fees will be refunded.
- Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying, faxing, etc.
- Third Party fees including, but are not limited to, planners, engineers, solicitors, advertising of notices and similar costs.
- Every applicant for a planning matter referred to in Schedule "F" hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.

The Clerk/Deputy Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.

## SCHEDULE "G"

### ROADS Effective January 1, 2021

DESCRIPTION	INSPECTION FEE	**DAMAGE DEPOSIT
Urban/Rural Damage	\$100	\$1,900.00
Rural/Semi-Urban Entrance Installations The applicant would be responsible for all costs to supply a culvert over 600 mm in diameter and/or to supply over 12 meters of culvert and/or to upgrade an existing entrance. Costs would be charged at the current rates.  **Damage Deposit Fees shall be collected when a Building Permit is issued.		
a) Requires a 9m culvert (up to and including 600mm) including inspection fee	\$100.00	\$1,700.00
b) Entrance that does not require a culvert including inspection fee	\$100.00	\$1,200.00
	<b>FEE</b>	
c) Cost of hidden driveway sign installed		\$100.00
Equipment Rental rate – at the discretion of the township. (available only to Township of Wellington North ratepayers)		\$120.00/hr
Labourer/Driver Rate		\$50/hr

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

**BY-LAW NUMBER 104-20**

**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  
DECEMBER 14, 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 December 14, 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 14TH DAY OF DECEMBER, 2020.**

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

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